



## Cyngor Tref Llangollen Town Council

13 April 2021

Annwyl Gynghorwyr.

Dear Councilors.

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Cyngor Tref, a gynhelir **Dydd Mawrth 20 Ebrill 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 20 April 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 y 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/4301646902/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.**

**20.04.2021.**

- |           |   |   |
|-----------|---|---|
| <b>1.</b> | <b>Croesawiad a chyhoeddiadau Faer y Dref</b>   | <b>Mayors welcome and announcements.</b>  |
| <b>2.</b> | <b>Datganiadau gan y cyhoedd.</b><br>I dderbyn datganiadau oddiwrth y cyhoedd.  | <b>Statements from the public.</b><br>To receive statements from the public.  |
| <b>3.</b> | <b>Cyflwyniadau.</b><br>I dderbyn cyflwyniadau gan gyrff allanol.   | <b>Presentations.</b><br>To receive presentations from outside bodies.  |
|           | a)  | Sgt Peter Evans.  |
| <b>4.</b> | <b>Datganiadau gan Cynghorwyr Sir.</b><br>Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen.                  | <b>Statements from County Councillors.</b><br>To receive statements from County Councillors on County Council matters appertaining to Llangollen.           |
| <b>5.</b> | <b>Ymddiheuriadau am absenoldeb.</b><br>I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.  | <b>Apologies for absence.</b><br>To receive, consider and accept apologies for absence.   |
| <b>6.</b> | <b>Datganiadau o Fuddiant.</b><br>I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.   | <b>Declaration of Interest.</b><br>To receive any known declarations of interest in items on the agenda.  |
| <b>7.</b> | <b>Cofnodion.</b><br>Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 16 Chwefror 2021 fel cofnod cywir. | <b>Minutes.</b><br>To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 16 February 2021 as a correct record. |
| <b>8.</b> | <b>Cofnodion Pwyllgorau.</b>  | <b>Committee Minutes.</b>   |
|           | a) I dderbyn cofnodion y Pwyllgor Rheoli Asedau a gynhaliwyd ar 8 Rhagfyr 2020 ac Pwyllgor Adnoddau Dynol a gynhaliwyd ar 10 Rhagfyr 2020.            | To receive the minutes of the Asset Management Committee held on 8 December 2020 and the Human Resources Committee held on 10 December 2020.                |
|           | b) Cymeradwyo cofnodion Pwyllgor Cittaslow a gynhaliwyd ar 9 Rhagfyr 2020.  | To approve the minutes of the Cittaslow Committee held on the 9 December 2020.  |
| <b>9.</b> | <b>Adroddiadau Ariannol.</b><br>Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.                                       | <b>Financial Reports.</b><br>To consider financial matters and make any necessary decisions thereon.  |

- |  |  |
|--|--|
| <p>a) Aliadau Awdurdodedig.</p> <p>b) Datganiadau Ariannol.</p> <p>c) Ffurflen Flynyddol ar gyfer y flwyddyn a ddaeth i ben ar 31 Mawrth 2021</p>  | <p>Authorised Payments.</p> <p>Financial Statements.</p> <p>Annual Return for the year ended 31 March 2021.</p>  |
| <p><b>10. Ceisiadau Cynllunio.</b><br/>Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).</p> <p><b>03/2020/0973 3 Cerrig y Llan, Stryd Berwyn.</b><br/>Codi estyniad ochr deulawr, balconi ar y llawr gwaelod i'r drychiad cefn dros yr afon a gwaith cysylltiedig</p> | <p><b>Planning Applications.</b><br/>To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).</p> <p><b>03/2020/0973 3 Cerrig y Llan, Berwyn Street.</b><br/>Erection of two storey side extension, ground floor balcony to rear elevation over river, and associated works</p> |
| <p><b>11. Tystysgrifau Penderfyniad.</b><br/>Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.</p> <p><b>03/2021/0071 Maytree, Fron Bache.</b><br/>Codi estyniad ochr un llawr<br/>Decision:.<br/>Penderfyniad: GR/REF</p>   | <p><b>Certificates of Decision.</b><br/>To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.</p> <p><b>03/2021/0071 Maytree, Fron Bache.</b><br/>Erection of single storey side extension<br/>Decision: GR/REF.</p>   |
| <p><b>12. Gohebiaeth Cynllunio.</b><br/>Ystyried gohebiaeth gysylltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.</p>   | <p><b>Planning Correspondence.</b><br/>To consider planning related correspondence received and to make any necessary decisions thereon.</p>   |
| <p><b>13. Adroddiadau Clerc y Dref.</b><br/>I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.</p> <p>a) Cynrychiolwyr Ieuenctid</p> <p>b) Pwyllgor Cittaslow</p> <p>c) Cynllun gweithredu drafft argyfwng hinsawdd ac ecolegol.</p> <p>d) Cynllun rheoli'r coronafeirws: lefelau rhybudd yng Nghymru.</p>  | <p><b>Town Clerk's Reports.</b><br/>To receive reports submitted to the Town Clerk and considered the recommendations therein.</p> <p>Youth Representatives.</p> <p>Cittaslow Committee.</p> <p>Climate and ecological emergency draft action plan.</p> <p>Coronavirus control plan: alert levels in Wales.</p>  |

**14. Gohebiaeth.**  
I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).

a) **Tim Plismona Cymdogaeth.**  
Gweithredoedd: Nodi.

**15. 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.

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

**16. Rybudd o Gynnig.**  
I ystyried Rhybudd o Gynnig yn enw'r Cyng. Stuart Davies, bod Cyngor Tref Llangollen yn ffurfio grŵp tasg a gorffen i ymchwilio i sefydlu generadur pŵer dŵr bach ar Afon Dyfrdwy, i brofi'r cysyniad, gyda'r bwriad o sefydlu CBC Pŵer Werdd Dyfrdwy i gynhyrchu pŵer ar gyfer gwefru cerbydau trydan ar y stryd ac i werthu trydan i'r dref.

**Correspondence.**  
To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting.).

**Neighborhood Policing Team.**  
Action: Note.

**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.

**Notice of Motion.**  
To consider a Notice of Motion standing in the name of Cllr Stuart Davies, that Llangollen Town Council forms a task and finish group to investigate the setting up of a small hydro power generator on the River Dee, to prove the concept, with a view to eventually setting up the Green Dee Power CIC to produce power for on-street charging of electric vehicles and to sell electricity to the town.

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.

## Authorised Payments April 2021

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
<b>Taliad Bil/Bill Payments</b>					
Staff	Salary	1	£2,568.36	£0.00	£2,568.36
CThem/HMRC	PAYE	2	£995.75	£0.00	£995.75
Cathedral Leasing Limited	Supply of hygiene servicers	3	£748.00	£124.00	£624.00
B Jones	Translation costs	4	£75.00	£0.00	£75.00
Lilly Rose Interiors	Chalk Paint	5	£39.00	£0.00	£39.00
Morgans Decorators	Paint	6	£106.56	£17.76	£88.80
One Voice Wales	Membership fee	7	£648.00	£0.00	£648.00
Rawsons Digital	Photocopying	8	58.61	9.77	48.84
G Roberts	Flooring repairs	9	£1,475.00	£0.00	£1,475.00
Watkin and Williams	Ironmongery and tools	10	£55.88	£9.31	£46.57
<b>Taliad Visa Payments</b>					
Giff Gaff	Mobile phone charges	1	£6.00	£1.00	£5.00
Amazon	Stationery and consumables	2	£57.99	£6.48	£51.51
<b>Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order</b>					
ACS Technology	Service charges		£133.00	£0.00	£133.00
British Telecom	Broadband and phone		£114.88	£19.14	£95.74
CS Ddinbych / Denbighshire CC	Trade waste collections		£154.40	£0.00	£154.40
Nwy Prydain / British Gas 6667	Electricity		£39.75	£1.89	£37.86
Nwy Prydain / British Gas 6668	Electricity		10.1	£0.48	9.62
Nwy Prydain / British Gas 6669	Electricity		58.68	£5.29	53.39
Nwy Prydain / British Gas 1539	Electricity		£11.32	£0.58	£10.74
NEST	Pension		£240.08	£0.00	£240.08

<b>Totals</b>	<b>£7,596.36</b>	<b>£195.70</b>	<b>£7,400.66</b>
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Signed: Councillors

Town Clerk 

**Llangolen Town Council**  
**Summary of Receipts and Payments**

13 April 2021 (2021 - 2022)

All Cost Centres and Codes

**Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Fees and charges				1,050.00		1,050	1,050 (100%)
9	Cloud services				1,500.00		1,500	1,500 (100%)
10	Health and safety				2,500.00		2,500	2,500 (100%)
11	Insurance				8,000.00		8,000	8,000 (100%)
12	Licenses				550.00		550	550 (100%)
13	NNDR				11,000.00		11,000	11,000 (100%)
14	Payroll				500.00		500	500 (100%)
15	Subscriptions				1,000.00		1,000	1,000 (100%)
<b>SUB TOTAL</b>					<b>26,100.00</b>		<b>26,100</b>	<b>26,100 (100%)</b>

**Asset Management**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Equipment				500.00		500	500 (100%)
17	Projects				20,000.00		20,000	20,000 (100%)
18	Cleaning				2,200.00		2,200	2,200 (100%)
19	Grounds maintenance				10,000.00		10,000	10,000 (100%)
20	Christmas illuminations				9,000.00		9,000	9,000 (100%)
21	Repairs and renewals				9,000.00		9,000	9,000 (100%)
22	Waste collection				1,700.00		1,700	1,700 (100%)
23	Water charges				2,000.00		2,000	2,000 (100%)
<b>SUB TOTAL</b>					<b>54,400.00</b>		<b>54,400</b>	<b>54,400 (100%)</b>

**Capital Financing**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Loan repayments				1,500.00		1,500	1,500 (100%)
<b>SUB TOTAL</b>					<b>1,500.00</b>		<b>1,500</b>	<b>1,500 (100%)</b>

**Community**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Community grants				4,000.00		4,000	4,000 (100%)
35	Donations				3,000.00		3,000	3,000 (100%)
36	Cittaslow				3,500.00		3,500	3,500 (100%)
<b>SUB TOTAL</b>					<b>10,500.00</b>		<b>10,500</b>	<b>10,500 (100%)</b>

**Llangolen Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

13 April 2021 (2021 - 2022)

**Cost of Democracy**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Election expenses				3,000.00		3,000	3,000 (100%)
25	Civic costs				2,150.00		2,150	2,150 (100%)
26	Civic events				1,500.00		1,500	1,500 (100%)
27	Mayor's allowance							(N/A)
28	Remuneration				2,000.00		2,000	2,000 (100%)
29	Member Training				1,000.00		1,000	1,000 (100%)
30	Member expenses				100.00		100	100 (100%)
<b>SUB TOTAL</b>					<b>9,750.00</b>		<b>9,750</b>	<b>9,750 (100%)</b>

**Energy Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Electricity				5,000.00		5,000	5,000 (100%)
32	Gas				6,000.00		6,000	6,000 (100%)
<b>SUB TOTAL</b>					<b>11,000.00</b>		<b>11,000</b>	<b>11,000 (100%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	144,975.00		-144,975				-144,975 (-100%)
2	Interest	100.00		-100				-100 (-100%)
3	Room hire	10,000.00		-10,000				-10,000 (-100%)
4	Rents	15,000.00		-15,000				-15,000 (-100%)
5	Grants							(N/A)
6	Tenants recharges	1,900.00		-1,900				-1,900 (-100%)
7	VAT refund	12,000.00		-12,000	12,000.00		12,000	(0%)
<b>SUB TOTAL</b>		<b>183,975.00</b>		<b>-183,975</b>	<b>12,000.00</b>		<b>12,000</b>	<b>-171,975 (-87%)</b>

**Office Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Office supplies				1,000.00		1,000	1,000 (100%)
38	Telephone and broadband				1,000.00		1,000	1,000 (100%)
39	Photocopying				1,100.00		1,100	1,100 (100%)
40	Printing	75.00		-75	1,500.00		1,500	1,425 (90%)
41	Translation				1,700.00		1,700	1,700 (100%)
<b>SUB TOTAL</b>		<b>75.00</b>		<b>-75</b>	<b>6,300.00</b>		<b>6,300</b>	<b>6,225 (97%)</b>



**Llangolen Town Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

13 April 2021 (2021 - 2022)

**Staff Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Salaries				34,000.00		34,000	34,000 (100%)
43	Expenses				500.00		500	500 (100%)
44	Pension				2,000.00		2,000	2,000 (100%)
45	Training				1,000.00		1,000	1,000 (100%)
46	HMRC				13,000.00		13,000	13,000 (100%)
<b>SUB TOTAL</b>					<b>50,500.00</b>		<b>50,500</b>	<b>50,500 (100%)</b>

**Summary**

<b>NET TOTAL</b>	<b>184,050.00</b>	<b>0.00</b>	<b>-184,050</b>	<b>182,050.00</b>	<b>0.00</b>	<b>182,050</b>	<b>-2,000 (-0%)</b>
<b>V.A.T.</b>		<b>0.00</b>			<b>0.00</b>		
<b>GROSS TOTAL</b>		<b>0.00</b>			<b>0.00</b>		

**Bank reconciliation.**

**Closing Balances March 2020**

Llangollen Town Council General Account	£40,305.24
Llangollen Town Council Business Money Manager Accounts	£61,798.03
Total Cash and Short Term Investments	<u><u>£102,103.27</u></u>

**Closing Balances March 2021**

Llangollen Town Council General Account	£55,252.53
Llangollen Town Council Business Money Manager Accounts	£69,179.21
Total Cash and Short-Term Investments	<u><u>£124,431.74</u></u>

Cashbook	
Balance b/f	£102,103.27
Receipts	£194,447.07
Payments	-£172,118.60
Total Cash and Short-Term Investments	<u><u>£124,431.74</u></u>

**Reserves.**

Llangollen Town Council Business Money Manager Accounts	<b>£69,179.21</b>
General Reserves	£49,179.21
Asset's reserve	£20,000.00

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

## LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

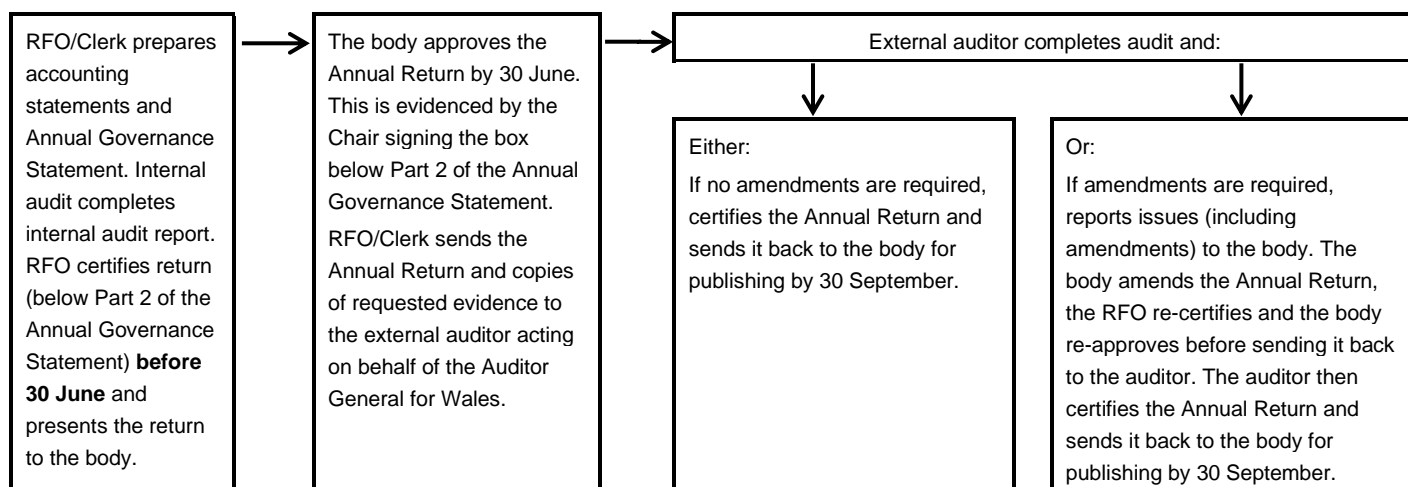
	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
<b>ENGLISH</b>	<input type="radio"/>	<input type="radio"/>	<b>WELSH</b>	<input type="radio"/>	<input type="radio"/>	<b>BILINGUALLY</b>	<input type="radio"/>	<input type="radio"/>

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink**.

## APPROVING THE ANNUAL RETURN

The council must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

## Accounting statements 2020-21 for:

Name of body: Llangollen Town Council.

	Year ending		Notes and guidance for compilers													
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.													
<b>Statement of income and expenditure/receipts and payments</b>																
1. Balances brought forward	54,763	102,103	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.													
2. (+) Income from local taxation/levy	141,225	143,600	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.													
3. (+) Total other receipts	72,754	50,847	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.													
4. (-) Staff costs	43,929	44,956	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.													
5. (-) Loan interest/capital repayments	2,911	2,911	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).													
6. (-) Total other payments	119,799	124,251	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).													
7. (=) Balances carried forward	102,103	124,432	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).													
<b>Statement of balances</b>																
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.													
9. (+) Total cash and investments	102,103	124,432	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.													
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.													
11. (=) Balances carried forward	102,103	124,4320	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).													
12. Total fixed assets and long-term assets	318,696	318,696	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.													
13. Total borrowing	4,239	1,434	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).													
14. Trust funds disclosure note	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #800000; color: white; text-align: center;">Yes</td> <td style="background-color: #800000; color: white; text-align: center;">No</td> <td style="background-color: #800000; color: white; text-align: center;">N/A</td> <td style="background-color: #800000; color: white; text-align: center;">Yes</td> <td style="background-color: #800000; color: white; text-align: center;">No</td> <td style="background-color: #800000; color: white; text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table>	Yes	No	N/A	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
Yes	No	N/A	Yes	No	N/A											
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
<p>5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
<p>9. Trust funds – in our capacity as trustee, we have:</p> <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £7,966.88 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

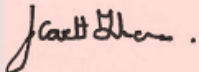
2. The payments of £7,966.88 disclosed above were supported by grant in aid from third parties to facilitate community actions to aid recovery from the Covid -19 pandemic.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p><b>RFO signature:</b> </p>	<p><b>Minute ref:</b></p>
<p><b>Name:</b> J Gareth Thomas</p>	<p><b>Chair of meeting signature:</b></p>
<p><b>Date:</b> 20 April 2021</p>	<p><b>Name:</b> Cllr Austin Cheminais</p> <p><b>Date:</b> 20 April 2021</p>

## Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

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### Auditor General's report

#### Audit opinion

[Except for the matters reported below]\* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

#### Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:	
External auditor's signature:	Date:
For and on behalf of the Auditor General for Wales	

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: **Llangollen Town Council**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

**For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

<b>Name of person who carried out the internal audit:</b>
<b>Signature of person who carried out the internal audit:</b>
<b>Date:</b>

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
<b>Approval</b>	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
<b>All sections</b>	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
<b>Accounts</b>	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

**Cyngor Tref Llangollen Town Council**  
**20.04.2021.**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Youth representatives.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider the method of appointing youth representatives.

**2. Background**

2.1 Local Government (Wales) Measure 2011 gives the Town Council the power to appointment up to two youth representatives to sit with the Council (not members) and four candidates have come forward. The applications submitted have been checked by the Town Clerk and all are exceptionally strong applications, and any one of the candidates could be selected to the position of the youth representatives on the Town Council.

2.2 Therefore, consideration must be given to the process by which two representatives can be elected. In the spirit of openness and fairness it is suggested that the candidates be afforded an opportunity to give a short presentation to the Town Council as to why they believe they are the most suitable candidate for the position.

2.3 In order to expedite the appointments, it is suggested that time be allocated prior to the Town Councils Annual Meeting in May to facilitate presentations from the candidates. This would then allow Members to consider the presentations and the written applications, previously circulated, so that a ballot can be undertaken to allow the successful candidates to take part in the subsequent ordinary meeting of the Town Council.

**3. Recommendation.**

3.1 It is recommended that each candidate for the post of youth representatives be afforded the opportunity to make a five minute presentation to Members prior to the Town Councils Annual Meeting in May, followed by a Member ballot.

**4. Reasons for recommendation.**

4.1 To ensure probity and good governance of Town Council affairs.

**Cyngor Tref Llangollen Town Council**  
**20.04.2021.**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Cittaslow Committee.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider recommendations from the Cittaslow Committee.

**2. Background.**

2.1 At the meeting of the Cittaslow Committee held on the 11 March 2021, Members consider actions arising from the recent series of webinars. As this was the first time such a process had been undertaken by the Town Council the overall response to the quality of the debates and the programme put together was very positive and had been well received.

**3. Webinars.**

3.1 The Committee recognised there was a clear need to consider a range of options to promote future webinars and the process would also benefit from much longer lead in times to facilitate greater engagement with potential audience. Therefore, as the Committee wishes to consider a further set of webinars it was suggested that they should take place in the autumn with the intervening time being used to develop the programme and engagement techniques. The Committee resolved to recommend to the Town Council that a further series of webinars in the autumn and establishes a task and finish group to oversee the implementation of these webinar and considers appropriate mechanisms to take forward some of the issues identified.

**4. Newsletters.**

4.1 One recurring theme throughout all of the webinars, and in work that the Committee have undertaken through previous networking events, has been the need to provide information not only through social media outlets; but also, in the written form for individuals that do not have access to ICT systems or are not comfortable using social media.

4.2 In this context the Cittaslow Committee are keen to pursue the development of a newsletter to be circulated to all properties in the town. During 2020, homeworking prevented the publication of Town Council's existing newsletter Llangollen Life. Even before the pandemic the content provided by third parties to this publication has gradually reduced.

4.3 The lack of the publication during 2020 does not appear to have been problematic, and prior to the pandemic, the numbers of copies being returned from the various distribution outlets has been increasing and therefore the publication in its current format his questionable and needs reviewing. As the Cittaslow Committee believe that there is a need for a newsletter in addition to their social media presence and website it is therefore suggested that the publication of future newsletters be

delegated to the Cittaslow Committee. The revised newsletters would use content from the Cittaslow Llangollen website and be distributed quarterly . Any matters that the Town Council are engage with could be included in the publication as and when required.

**4. Recommendation.**

- 4.1 It is recommended that the Town Council resolves that the Cittaslow Committee: -
- a) undertakes a further series of webinars in the autumn and establishes a task and finish group to oversee their implementation.
  - b) considers appropriate mechanisms to take forward some of the issues identified during te last series of webinars.
  - c) takes over the responsibility for the content, publication and distribution of a newsletters.

**5. Reasons for recommendation.**

- 5.1 To support Cittaslow objectives.

**Cyngor Tref Llangollen Town Council**  
**20.04.2021.**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Climate and ecological emergency action plan  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To consider and comment on Llangollen Town Council's climate and ecological emergency draft action plan.

**2. Background.**

- 2.1 The Town Council has declared a climate and ecological emergency pledging to work towards making Llangollen carbon neutral by 2030. In pursuant to this the Town Council resolved to establish a Community Climate Change Committee to develop an action plan, as a matter of urgency, based on an ongoing climate and ecological risk assessment which would regularly report back to Full Council.

**3. Llangollen Town Council operations and services.**

- 3.1 Whilst the Town Council has neither the powers nor resources to directly drive down local level emissions which are the responsibility of individuals and organisations, it does have an important role, through its networks and relationships which can be used to assist and influence key stakeholders.
- 3.2 Town and Community Councils alone cannot address all issues in a community that have an effect climate change, but they can demonstrate leadership through practical actions such as: -
- Saving energy by making council buildings as energy efficient as possible
  - Produce green energy using solar PV, at council buildings.
  - Reduce pesticide use and other harmful activities.
  - Manage land they own for nature.
  - By increase tree cover on land they own or by encouraging and supporting landowners to take part in tree planting.
  - Buy green and buying local can support the local economy and buying green can help protect the planet. Buying green electricity helps develop new renewable energy and ensures the council is not supporting dirty energy financially.
  - Ensure money is invested wisely cross the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency through their investments. Although investments will be tiny in comparison, councils should still ensure any council funds are invested safely in low-risk sustainable banks or investment funds.
  - Using powers wisely by ensure Members know the climate change or nature implications of decisions before they make them and this should extend to demanding that the planning authority provides you with this kind of information when consulting you.
  - Through lobbying as decisions on infrastructure projects are largely made by local authorities, local partnerships, or by national government. The Town

Councils should use their voice, when possible, to oppose high-carbon developments and promote sustainable alternatives.

- 3.3 As part of this process the Town Council itself has to look at how its operations and policies will contribute to carbon neutrality by 2030. The appended draft action plan seeks Town Councils approval for short term actions and an agreement on other areas to be explored over the longer-term. Short term actions are for immediate implementation over the next 6 months; medium term actions over 6 months but within next 18 months and long term actions over 18 months.
- 3.4 Prior to declaring a climate emergency, the Town Council has sought to reduce the energy use by becoming more efficient and have considered issues affecting local biodiversity. Some of the highlights of this work include:
- the commissioning and implementation of a Resource Efficiency Report,
  - adopting a Biodiversity Action Plan to embed biodiversity action across the Council to incorporate biodiversity and the s6 duty into performance management,
  - ensure that single-use plastics are eliminated across Town Council offices,
  - work with event organisers to eliminate single-use plastics across all events held on Town Council land and share guidance for this more widely,
  - supporting communities and litter-pick initiatives to ensure our parks, rivers and open spaces are free from plastic litter,
  - requiring suppliers to the Town Council minimise the use of single-use plastics in their service provision and find sustainable alternatives,
  - encouraging the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics. the use of plastics is unavoidable,
  - works with Bee Friendly Llangollen to make Llangollen more pollinator friendly,
  - continues to plant and maintain the current flower beds and hanging baskets around the town.
- 3.5 The Resource Efficiency Report, detailed above, identified that energy consumption for the Town Hall the Town Councils major asset, equated to 48 metric tonnes of CO<sub>2</sub> in 2019, and given that the average household emits around six tonnes of CO<sub>2</sub> per annum, the organisation emits the same amount of CO<sub>2</sub> as 8 homes.
- 3.6 The draft action plan, detailed as Annex A, identifies actions the Town council needs to achieve to support to successfully achieve its net carbon zero goal by 2030. This is a not an exhaustive list; other things may be implemented that do not feature in response to new opportunities. Future change should seek to enhance existing facilities where possible, and to make best use of existing Town Council and community assets to drive improvements.
- 3.7 In developing the action plan there are modest solutions that can be achieved relatively quickly and at little or no cost. However, some issues will be more complex and will have significant financial implications.

**4. Recommendation.**

4.1 It is recommended that the Town Council endorses the draft action plan.

**5. Reasons for recommendation.**

5.1 To ensure good governance of Town Council affairs in line with the declared climate and ecological emergency.



Annex A.

LLANGOLLEN TOWN COUNCIL'S CLIMATE AND ECOLOGICAL EMERGENCY DRAFT ACTION PLAN.

SHORT TERM ACTIONS	PURPOSE	LEAD	TARGET DATE	STATUS	EVALUATION
Review office workings and operations to ensure reduction, re-use and recycling.	Lower the carbon footprint.	TC/FO	Ongoing.		
Continue to ensure that any Town Council organised events use locally sourced food, wherever and avoid single use tableware.	Influence behavioural changes/support Plastic Free Llangollen/reduce food miles.	FO	Ongoing.		
Use environmentally sustainable cleaning and hygiene products.	Use of non-toxic, and biodegradable ingredients that do not negatively impact the environment.	TC/FO	Ongoing.		
Responses to planning applications.	To develop carbon neutral properties /eliminating waste through the design of the buildings.	LTC	Ongoing.		
Statutory consultations.	Ensure development plans identify sites for zero-carbon (e.g., Passivhaus standard) and nature friendly/homes should also be fitted with renewable energy and located close to amenities and public transport to avoid car dependency.	LTC	Ongoing.		
Continue to support water bottle re-fill scheme through local businesses.	To support Plastic Free Llangollen targets.	CC	Ongoing.		
Considering a suitable renewable energy supplier.	Lower carbon footprint.	AMC	April 2021.		
When awarding contracts for goods and services, ensure that our commitment to reducing our environmental impact is	Influence behavioural changes in contractors/lower the carbon footprint.	TC	May 2021.		

taken into account in terms of quality criteria, alongside price.					
Establish the Community Climate Change Committee comprising Town Councillors and local residents and experts to focus on addressing the acknowledged environmental crisis, explore ideas and prioritise community wide actions.	A group to feedback via Councillor representatives to LTC on a longer-term Community Climate Change Action plan.	TC	June 2021.		
Work with the Town Team to ensure the developing place plan includes policies to encourage renewable energy and highly energy efficient homes .	To ensure the final plan address the issues of the climate and ecological emergency.	TC	June 2021.		
<b>MEDIUM TERM ACTIONS</b>	<b>PURPOSE</b>	<b>LEAD</b>	<b>TARGET DATE</b>	<b>STATUS</b>	<b>EVALUATION</b>
Continue to replace lighting stock with LED.	To lower energy consumption.	AMC	September 2021.		
Move to ethical banking services.	Move away from the financial sector that has helped drive the carbon-intensive society to institutions supporting the development of low-carbon technologies and climate-resilient activities.	LTC	September2021.		
Provider financial support to projects that contribute to lowering carbon footprints through the community grants programme.	Influence behavioural changes/ support community initiatives.	LTC	September2021.		
Hosting and promoting community events.	To influence behavioural changes of residence/better understand of environment issues/cost-effective solutions to address current consumption habits	CC	September 2021.		
Reduced car travel.	Purpose to increase awareness of car share benefits/travel to meetings/video	LTC	September 2021.		

	conferencing/home working/use of public transport.				
Review baseline statistics to establish carbon footprint.	To measure and facilitate change/inform the budget process.	LTC	November 2021.		
Review management of land to ensure the Town Council, in future, maximise habitat diversity	Ensure pollinators and other wildlife thrive.	AMC	December 2021.		
Consider water efficiency.	Reduce consumption and energy used in heating.	AMC	December 2021.		
Grey water harvesting on council land and premises.	Reduce consumption/energy used in distribution.	AMC	December 2021.		
Explore options to install water fountains on council property.	To support Plastic Free Llangollen targets.	AMC	March 2022.		
Retrofit windows in Town Hall using removal magnetic secondary glazing which could be taken down in spring and refixed in the autumn.	Listed buildings double glazing is not an option.	AMC	March 2022.		
Considering opportunities for generating electricity by solar power on the Town Hall, utilising grid-tie inverter technology.	To reduce energy consumption from bought in supplies.	AMC	March 2022.		
Encourage additional tree planting and hedgerows in areas of public open space.	Help to mitigate climate change by removing carbon dioxide from the air, storing carbon in the trees and soil, and releasing oxygen into the atmosphere.	CC	March 2022.		
<b>LONG TERM ACTIONS</b>	<b>PURPOSE</b>	<b>LEAD</b>	<b>TARGET DATE</b>	<b>STATUS</b>	<b>EVALUATION</b>
Establish Llangollen in Bloom.	Improve Llangollen's habitat by imaginative planting of trees, shrubs, bulbs and floral displays/Address environmental issues and preserve wildlife.	CC	August 2022.		

The Town Council Investigate renewable energy sources and community energy schemes.	Community renewables schemes can deliver a range of social and economic benefits/increased autonomy, empowerment and resilience	LTC	August 2022.		
EV charging.	Support take-up of electric vehicles/staff/residents/ accessible charging points.	LTC	December 2023.		

#### Glossary

TC	Town Clerk
FO	Facilities Officer
LTC	Llangollen Town Council
AMC	Asset Management Committee
CC	Cittaslow Committee

**Cyngor Tref Llangollen Town Council**  
**15.09.2020.**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Coronavirus control plan: alert levels in Wales.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To review Town Council activities in response to relaxation of COVID-19 regulations.

**2.0 Background.**

2.1 The Town Council needs to consider actions to take as the restrictions ease as defined by the Wales Coronavirus Control Plan, attached. Regulation 16 of the Health Protection (Coronavirus Restrictions) (No. 5) (Wales) Regulations 2020 last amended on the 9 April 2021 imposes obligations on the Town Council, being responsible for premises open to the public or where work takes place, to minimise the risk of exposure to coronavirus on the premises, and to minimise the risk of spread of coronavirus by those who have been on the premises.

**3. Wales Coronavirus Control Plan.**

3.1 The Regulations provide for four Alert Levels which may be applied depending on the assessed level of risk from the pandemic in Wales. Therefore, when considering what is reasonable, those who have responsibility under the regulations must consider the Alert Level in operation at the time as detail in control plan.

3.2 A limited measure taken at a low alert level may be reasonable when the alert level is low but not at a high alert level. In order to determine what measures should be taken, there is a legal requirement on the Town Council, being responsible for premises, to undertake a specific assessment of the risk of exposure to coronavirus. Therefore, the risk assessment previously undertaken on the 15 September 2020 has been reassessed as the country moves into alert level 3.

3.3 In doing so the requirement to take all reasonable measures to maintain 2 metre distancing on premises remains the same for anyone who is working, or visiting, to minimise the risk of exposure to coronavirus. The main objective here is to reduce close face to face interaction and to ensure adequate hygiene and ventilation of the premises or workplace.

3.4 The most effective way of minimising the risk of exposure to coronavirus in workplaces is to enable some or all staff to work from home, as often as possible. Employees should not be required or placed under pressure to return to a workplace setting if there is not a clearly demonstrated business need for them to do so. In determining whether to ask staff to return to workplace settings, employers should consider whether any individual's wellbeing would be particularly adversely affected by this. This includes people who are at increased risk or are clinically extremely vulnerable (who were previously advised to shield and who still need to take high levels of precaution).

3.5 At present both staff are in high risk categories with one member of staff having been required to shield due to being classed as extremely clinically vulnerable. The Town Council has operated effectively over the last 12 months and there has been a slow transition back to a full complement of Town Council and Committee meetings. There has been no adverse response to the limiting of opening hours and operational meetings, where necessary, have been undertaken. Building works and other essential processes have continued. Therefore, there is no overriding business need that would prevent the current operating practises to continue at the alert level in place.

#### **4. Risks.**

4.1 In the light of the Wales Coronavirus Control Plan the risk assessment previously agreed by the Town Council has been reviewed and is considered still to be fit for purpose.

4.2 Risks identified, as the country moves from alert level 4 to alert level 3 aspects such as, face to face meetings, visits to the Town Council offices by appointment only and the use of the auditorium by user groups are still very relevant. Clearly as the control plan moves forward risks will reduce, and some lifting of restrictions will be allowed. However, it is clear that whilst the Town Council can start taking bookings for the use of the auditorium it must be made clear to potential users that the use of the Town Hall and audience numbers will be dependent on the alert level at the time of the performances/activities.

4.3 In addition, users will still have to comply with the safe use of the Town Hall, as defined in the risk assessment, and provide their own event specific risk assessments to the Town Council when making a booking.

4.4 An addition aspect relating to the reinstatement of Town Council meetings, in the Chamber, are the requirements of the Section 47 Local Government and Elections (Wales) Act 2021 that a local authority must make and publish arrangements for the purpose of ensuring that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings. There are technical requirements needed to facilitate this in the Chamber which are to be addressed by a networking task and finish group of the Asset Management Committee.

4.5 As the Wales Coronavirus Control Plan has been drafted to be a more fluid and responsive document to circumstances moving forward, aspects of the plan could change rapidly. Clearly the Senedd elections may also impact on the status of this plan. Therefore, to expedite the lifting of restrictions, and a reversion to more normal working practises, it is suggested that future actions in response to Welsh Government and Ministerial announcements should be delegated to Town Clerk.

#### **5. Recommendations**

5.1 It is recommended that the Town Council reaffirms the: -

- a) risk assessment approved by the Town Council on the 15 September 2020.

- b) need to meet remotely until the regulations allow face to face meetings and in compliance with the Section 47 Local Government and Elections (Wales) Act 2021.
- c) working arrangements of Town Council's staff and access to Town Council offices.
- d) controlled opening of the Town Hall to user groups as identified by the risk assessment and in accordance with the national alert levels in force, and
- e) delegates the responsibility to lifting restrictions as a result of changing national alert levels to the Town Clerk to allow rapid response to changing circumstances.

**6. Reason for Recommendation.**

6.1 To ensure effective governance and compliance with legislation.