

**Cyngor Tref Llangollen.
Cyfarfod Blynyddol.**

**Llangollen Town Council.
Annual Meeting.**

**Agenda.
18.05.21**

**Cyflwyniadau gan Ymgeiswyr
Cynrychiolwyr Ieuenctid.**

Mr Harvey Barratt
Mr Shea Ferron
Mr Damon Richards-Gwilliam
Mr Michael Jones.

**Presentations from Youth Representative
Candidates.**

Mr Harvey Barratt
Mr Shea Ferron
Mr Damon Richards-Gwilliam
Mr Michael Jones.

1. Etholiad Maer y Dref.

I benodi Maer Tref am y flwyddyn i ddod.

Election of Town Mayor.

To appoint a Town Mayor for the ensuing year.

**2. Datganiad Maer y Dref yn derbyn y Tymor
Swydd..**

Bydd Maer y Dref yn datgan:
Rydw i, [Cyng.]. ar ôl cael fy ethol i
Swyddfa Maer y Dref ar gyfer Tref
Llangollen, drwy hyn yn datgan fy mod yn
cymryd y Swyddfa honno ar fy hun ac y
byddaf yn cyflawni ei dyletswyddau yn
briodol ac yn ffyddlon yn ôl hyd eithaf fy
ngwybodaeth a'm gallu

**Town Mayor's declaration of acceptance of
the Term of Office.**

The Town Mayor will declare:
I, [Cllr]. having been elected to the Office
of Town Mayor for the Town of Llangollen,
hereby declare that I take the said Office
upon myself and will duly and faithfully
fulfil the duties thereof according to the
best of my knowledge and ability.

3. Ymddiheuriadau am absenoldeb..

I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb

Apologies for absence.

To receive, consider and accept apologies
for absence.

4. Etholiad Dirprwy Faer y Dref.

I benodi Maer Tref am y flwyddyn i ddod

Election of Deputy Town Mayor.

To appoint a Deputy Town Mayor for the
ensuing year.

5. Penodi Cynrychiolwyr Ieuenctid

I benodi dau Gynrychiolydd Ieuenctid.

Appointment of Youth Representatives.

To appoint a two Youth Representatives.

6. Cynllun dirprwyo.

I mabwysiadu'r Cynllun dirprwyo.

Scheme of delegation.

To adopt the Scheme of delegation.

7. Penodiadau pwyllgor.

I benodi Aelodau am y flwyddyn i ddod.
Asset Management 5 Aelod.
Cittaslow Committee 5 Aelod.
Human Resources 3 Aelod.

Committee appointments.

To appoint Members for the ensuing year.
Asset Management 5 Members.
Cittaslow Committee 5 Members.
Human Resources 3 Members.

(Mae Maer y Dref a Dirprwy Faer y Dref yn aelodau sefydlog o'r Pwyllgor.)

(The Town Mayor and Deputy Town Mayor are standing members of the Committee.)

- 8. Rheolau Sefydlog a Rheoliadau Ariannol.**
I mabwysiadu'r rheolau sefydlog a rheoliadau ariannol y Cyngor Tref ar gyfer y flwyddyn sydd i ddod. (wedi'i gylchredeg â'r agenda).

Standing Orders and Financial Regulations.
To adopt the Town Councils standing orders and financial regulations for the forthcoming year. (circulated with agenda).

- 9. Strategaeth Fuddsoddi Flynyddol.**
I mabwysiadu'r Strategaeth Fuddsoddi Flynyddol a baratowyd yn unol â'r canllawiau statudol ar Fuddsoddiadau Llywodraeth Leol a gyhoeddir yw Cynulliad Cenedlaethol Cymru.

Annual Investment Strategy.
To adopt the Annual Investment Strategy prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

- 10. Grŵp gorchwyl a gorffen y gyllideb.**
I gadarnhau Maer y Dref, Dirprwy Faer a Chadeiryddion y Pwyllgorau Sefydlog fel aelodau o grŵp gorchwyl a gorffen y gyllideb.

Budget task and finish group.
To confirm the Town Mayor, Deputy Mayor and Chairs of the Standing Committees as members of the budget task and finish group .

- 11. Aelodaeth o gyrff eraill.**
I adolygu aelodaeth y Cyngor a / neu gyflogeion o gyrff eraill.
a) Aelodaeth CGGSDd.
b) Un Llais Cymru.
c) Cymdeithas Clercod Cyngorau Lleol.

Memberships of other bodies.
To review the Council's and/or employees' memberships of other bodies.
a) DVSC Membership.
b) One Voice Wales.
c) Society of Local Council Clerks.

- 12. Penodi Cynrychiolydd ar gyrff allanol.**
I adolygu a phenodi Aelodau fel cynrychiolwyr ar gyrff allanol.
a) Eiriolwr AHNE. (2 Aelod).
b) Partneriaeth Cyrchfan Sir Ddinbych. (1 Aelod)
c) Cyfeillion Pengwern. (1 Aelod)
d) Grŵp Cyfeillion Neuadd y Dref. (Maer y Dref; Dirprwy Faer y Dref ynghyd â 2 Aelodau).
e) Ymddiriedolaeth John Mathews. (1 Aelod).
f) Gŵyl Nadolig Llangollen. (2 Aelod).
g) Seindorf Llangollen. (1 Aelod).
h) Ymddiriedolaeth Ieuenctid Llangollen. (1 Aelod).
i) Un Llais Cymru. (2 Aelod).

Appointment of Representative on outside bodies
To review and appoint Members as representative on outside bodies.
a) AONB Champions. (2 Members)
b) Denbighshire Destination Partnership. (1 Member)
c) Friends of Pengwern. (1 Member)
d) Friends of the Town Hall Group. (Town Mayor; Deputy Town Mayor plus 2 Members).
e) John Mathews Trust. (1 Members).
f) Llangollen Christmas Festival. (2 Members).
g) Llangollen Silver Band. (1 Member).
h) Llangollen Youth Trust. (1 Member).
i) One Voice Wales. (2 Member).

- j) Elusennau Lles Llangollen a Glyn Traian (3 Aelod)
- k) Llangollen Di-Blastig. (1 Aelod)
- l) Ysgol y Gwernant. (1 Aelod).

- j) Llangollen and Glyn Traian Welfare Charities (3 Members)
- k) Plastic Free Llangollen. (1 Member)
- l) Ysgol y Gwernant. (1 Member).

13. Adolygu rhestr o dir ac asedau.

Derbyn manylion asedau'r Cyngor Tref. (wedi'i gylchredeg â'r agenda).

Review of inventory of land and assets.

To receive details of the Town Councils assets (circulated with agenda).

14. Cynllun Cyhoeddi Enghreifftiol.

I mabwysiadu'r Cynllun Cyhoeddi Enghreifftiol yn unol â Deddf Rhyddid Gwybodaeth 2000. (wedi'i gylchredeg â'r agenda).

Model Publication Scheme.

To adopt the Model Publication Scheme in accordance with The Freedom of Information Act 2000. (circulated with agenda).

15. Cadarnhad y ddiadau, amseroedd a leoliad cyfarfodydd.

I cadarnhau amserlen y cyfarfodydd cyffredin a phwyllgorau ar gyfer blwyddyn ddinesig 2021/22.

Confirmation of dates, times and place of meetings.

To confirm the schedule of ordinary meetings and committees for the 2021/22 municipal year.

16. Adroddiad Blynyddol.

I dderbyn atodiad i Adroddiad Blynyddol 2020/21.

Annual Report.

To accept an addendum to the Annual Report 2020/21.

Adroddiadau a manylion ariannol

Reports and financial details

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.

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

LLANGOLLEN TOWN COUNCIL



SCHEME OF DELEGATION

1. SUMMARY

- 1.1 Town and Community Councils are corporate bodies defined by statute as such they are not exempt from or above the law. If a Town or Community Council makes an illegal decision which is implemented it is the Council and Councillors who are liable not the Clerk who is responsible for implementation. Decisions made by the Town Council, all have a legal implication, and Councillors have a duty to make themselves familiar with the requirements contained in the statutes and financial regulations as they are jointly and severally legally.
- 1.2 With a few statutory exceptions, only the Full Council is able to make decisions on behalf of the corporate body, *unless* it makes explicit provision to delegate powers to either a committee or officer (or in some cases, another authority). These delegated powers are often enshrined in the Council's key governance documents, its Standing Orders, Financial Regulations, and committee terms of reference, as well as other policies. responsible.
- 1.3 The purpose of the Scheme of Delegation is to consolidate these delegated powers into one document:
- providing a single point of reference to inform decision-making;
 - ensuring that there is no conflict between different governance documents;
 - clarifying lines of accountability;
 - and confirming where statutory responsibilities sit.
- 1.4 The scheme covers all aspects of the Council decision-making process, and it is therefore intended as a key reference document for all staff and councillors, particularly: the Town Mayor, Committee Chairs and the Town Clerk. It will be publicly available and published on the Town Councils website to provide those members of the community attending Council meetings with a guide to how the Council makes decisions.

2. THE POWER TO DELEGATE

- 2.1 The Council's statutory power to delegate its functions is laid down in Local Government Act 1972 s101. This states that power can be delegated to a committee, sub-committee, or officer of the authority, or to another authority.
- 2.2 By virtue of the absence of any provision in s101, city, town and community council functions cannot be delegated to an individual councillor. However, when acting as the Chair of a meeting, a Councillor has ex officio powers to regulate conduct in the meeting, as defined later in this scheme.

3. TOWN COUNCIL.

- 3.1 The following matters are reserved to the Town Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:
- Approval of the budget.
 - Setting the precept.
 - Approval of the Annual Return and Audit of Accounts.

- Agreement to write off bad debts.
 - Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
 - Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
 - Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (e.g., hire purchase or leasing of tangible assets)
 - Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over ££250.
 - Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
 - Approval of the virement of unspent and available amounts to other budget headings or reserves.
 - Approval of changes in earmarked reserves as part of the budgetary process.
 - Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - Making, amending or revoking by-laws.
 - Making of Orders under any statutory powers.
 - Matters of principle or policy.
 - Appointment of Standing Committees.
 - Appointing Council representatives to outside bodies.
 - All other matter which much, by law, be reserved to the full Council.
3. From May 2022 the following additional matters are reserved to the Town Council for decision:
- Declaring eligibility for the General Power of Competence.
 - Preparing and publishing a report about the Council's priorities, activities and achievements.
 - Consider training for councillors and community council staff, and publish training plans.

4. DELEGATION TO OFFICERS

- 4.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 4.2 The Council may at any time, following resolution, revoke any delegated authority. Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.
- 4.3 Responsible Financial Officer

The Town Clerk as the Responsible Financial Officer of Llangollen Town Council shall be responsible for:

- the Town Council's accounting procedures the accounting system and the form of their accounting statements and supporting accounting records in accordance with the Accounts and Audit Regulations (Wales) in force at any given time.
- Ensuring that the accounting systems are observed and that the accounts and supporting records of the body are maintained in accordance with proper practices and kept up to date.
- Ensuring the Council has an adequate and effective system of internal control.
- Producing all financial management information, including, completing the annual financial statements of the Council.
- Maintaining a record of the assets and liabilities of the Council.
- Following the annual risk assessment shall effect all insurances and negotiate all claims on the Council.

4.4 Proper Officer

The Town Clerk is the Proper Officer of Llangollen Town Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office.
- To retain a copy of every councillor's register of interests.
- To receive and record notices disclosing personal and prejudicial interests.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- Signing summonses to attend meetings of the Council.
- Keeping a proper record for all meeting
- To receive copies of by-laws made by the local authority.
- To certify copies of by-laws made by the Council.
- To sign summonses to attend meeting of the Council.
- To arrange insurance

4.5 In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control of assets and procedures.
- Postponing a meeting, or calling an additional meeting of the Council or any committee, as necessary, in consultation with the Town Mayor or appropriate committee.
- Responding to any correspondence requiring or requesting information, or relating to previous decision of the Council.
- Managing the provision of Council services, buildings, land, and resources (indirectly where service managers have delegated responsibility), including the temporary closure of any such facilities, as may be required.
- Prosecuting a debtor, where such prosecution is through the small claims process, or approving the write off of any debt up to the value laid down in Financial Regulations.
- Applying for any grants and other funding on the Council's behalf.

- Disposing of or selling any equipment or consumables, save where the estimated value of any one item of tangible movable property exceeds any amount laid down in Financial Regulations.
- Renewing any existing leasing or licencing agreements, save where the estimated value exceeds any amount laid down in the Financial Regulations, or where the lease term exceeds one year.
- Entering into negotiations on any matter on behalf of the Council, it being understood that the Town Clerk shall not be authorised to confirm any agreement without the consent of the Council or relevant committee.
- Authorising the issue of all official Town Council press releases, and editorial control of the Council's website and social media content.
- Dealing with such matters as specifically delegated by the Council or committee.
- Day to day supervision and control of all staff employed by the Council.
- The day to day administration and oversight for organised events and activities.
- Authorisation of routine expenditure with the agreed budget.
- Emergency expenditure up to £1,000.
- Matters specifically delegated by resolution by Council or Committee.

5. Town Mayor.

5.1 No matter may be delegated to the Town Mayor except for the following:

- Convening an extraordinary meeting of the Full Council.
- Receiving the resignation of any member.
- When attending a Full Council meeting, the powers granted to a chair of a meeting.
- Attending a civic function (it being understood that the contents of any speeches must not purport to being the view of the Council unless previously agreed).

6. Chair of a meeting.

6.1 When a Councillor acts in the role of the Chair of a meeting, they shall have the power to:

- Convening an extraordinary meeting of the relevant Council or committee.
- Direct the order of speaking.
- Direct any response to a question posed during public participation.
- Permitting an individual to be seated whilst speaking.
- Suspend or close a meeting .
- In the case of an equality of votes on any matter, exercising a casting vote.
- Determining the rules of debate, in accordance with the Council's Standing Orders.
- Determining a point of order.
- Putting a motion to the vote.
- Signing the minutes of a previous meeting, once confirmed by a resolution as an accurate record.
- Moving that a person be silenced or excluded from the meeting for disorderly conduct.

7. Councillors.

7.1 No matter may be delegated to an individual Councillor, except that:

- Two Councillors may convene an extraordinary meeting of the Council, should the Town Mayor refuse to do so.
- Three Councillors when members of a Committee may convene an extraordinary meeting of the Committee, if the chairman of a Committee does not call such a meeting within 7 days of having been requested to do so by 3 Councillors.
- In the event of disorderly conduct at meetings any Councillor may move that a person be silenced or excluded from the meeting for disorderly conduct.
- Matters may be delegated to an officer to determine in consultation with one or more Councillors, it being understood that the officer shall not overrule any reasonable request of that member(s), but that the officer's decision shall be final.
- A Councillor may arrange or attend a meeting regarding Council business, it being understood that any representations made by the Councillor are in their personal capacity and may not represent the views of the Council.
- A Councillor may contact an outside body regarding Council business, it being understood that any representations made by the Councillor are in their personal capacity and may not represent the views of the Council.
- A Councillor may assist in discharging any council policy or procedure, if it is expressly permitted in the policy, or if prior approval has been obtained.
- No Councillor may issue an instruction to an officer, but may highlight any issue that they believe requires the attention of the Council.
- Any issue regarding staff performance may only be raised with the Town Clerk or through the appropriate committee.

8. COMMITTEES.

8.1 Best practice on the constitution of committee's states that:

"there should be no more standing committee than are necessary, the membership of the committees should be small, their terms of reference should be clearly specified, and their relationship to the rest of the decision-making structure clearly defined. Each committee should be concerned with matters that can only be dealt with at member level, i.e., there should ordinarily be no involvement in matters of day-to-day administration and operation business that is properly the responsibility of officers."¹

8.2 Matters are delegated to the Council's Committees to make decisions on behalf of the Council must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

8.3 The Council may at any time, following resolution, revoke any delegated authority. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

¹ Knowles on Local Authority Meetings, 8th edition by Philip McCourt, 2016,

- 8.4 Membership of Committees shall be ratified at the Annual Council Meeting in May of each year. Committee composition shall be a no more than five Councillors with not less than three members of Committee constituting a quorum.
- 8.5 All correspondence shall be conducted through the Clerk of the Town Council wherever possible. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.
- 8.6 All Committees are constituted as a Standing Committee of Llangollen Town Council within specific terms of reference and have delegated powers to:
- Elect a Chair and Vice Chair from within the Membership of that Committee.
 - Approve the minutes of the last meeting of the Committee.
 - Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve.
 - Make recommendations on the budget requirement for the Committee for the coming Financial Year.
 - Delegate any of their functions to a Sub-Committee or Officer of the Council
 - Operate in compliance with Llangollen Town Councils Standing Order and Financial Regulations.

COMMITTEES SPECIFIC TERMS OF REFERENCE

Asset Management.

1. The Asset Management Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Asset Management Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
3. The objective of the Asset Management Committee shall be to ensure that all facilities and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town in an efficient and cost-effective manner.
4. The Asset Management Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
5. The Asset Management Committee shall have delegated powers to: -
 - a) To spend to the amount specified in the allocated budget.
 - b) administer and maintain and insure the Council's facilities, assets, services and activities including, but not limited to, the following: -
 - i) The Town Hall.
 - ii) War Memorial and associated land and structures.
 - iii) Pen y Bryn Cemetery.
 - iv) CCTV.
 - v) Street furniture/ bus shelters.
 - vi) Chain Bridge
 - c) Carry out works under contract under agreement or under licence from third parties including, but not limited to, the following: -
 - i) Llangollen Recreation Ground.
 - d) act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
 - e) advise the Council on the acquisition of land for the purposes of leisure, amenity and recreational activities.
 - f) advise the Council on the provision of new and the modification of existing buildings and equipment related to the leisure, recreation, or amenity aspects of the Council's business.
 - g) prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
 - h) assemble and submit to the Town Council estimates of income and expenditure for each financial year.

- i) act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- j) purchase items of plant, equipment within approved budgets.
- k) acquire office equipment and assets as required enabling the staff to carry out their duties.
- l) exercise the management of health and safety issues in respect of all Town Council assets.
- m) co-ordinate events organised by the Town Council.
- n) liaise and co-operate with the Tidy Towns Team
- o) manage and develop the Town Council's IT infrastructure, data storage, websites and social media pages.

Cittaslow Committee.

1. The Cittaslow Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Cittaslow Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings.
3. The objective of the Cittaslow Committee shall be to improve the quality of life in Llangollen by progressing the Cittaslow aims in an efficient and cost-effective manner.
4. The Cittaslow Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
5. The Cittaslow Committee shall have delegated powers:-
 - a) To spend to the amount specified in the allocated budget.
6. The Cittaslow Committee's remit shall extend to:-
 - a) Ensuring on-going community involvement.
 - b) Supporting and promoting local culture and local traditions.
 - c) Working for a more sustainable environment.
 - d) Raising awareness and appreciation of local produce and local businesses.
 - e) Promoting healthy eating and healthy living.
 - f) Encouraging and celebrating diversity.
 - g) Co-ordinate initiatives and grant applications in line with the agreed strategy for the future of the town.
 - h) Assisting with and where appropriate delivering projects.

Human Resources Committee.

1. The Human Resources Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Town Mayor and Deputy Town Mayor are standing members of the committee.
3. The Human Resources Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
4. The objective of the Human Resources Committee shall be to ensure that are managed effectively and in an efficient and cost-effective manner.
5. The Human Resources Committee shall have delegated powers to: -
 - a) To spend to the amount specified in the allocated budget.
 - b) To authorise the Chair of the Committee or in his absence, the Vice Chair to conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
 - c) Subject to the Council's policy regarding absences from work receive from the Council's most senior member of staff io notify the chairman of the Human Resources Committee or, if he is not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
 - d) Determining the staffing levels necessary to efficiently discharge the work required by the Council and to approve job descriptions and review workloads periodically.
 - e) Establishing the grading, remuneration and terms and conditions of employment for Council employees including contracts of employment.
 - f) Establishing and review the Council's employment policies and procedures.
 - g) Approving all staff recruitment, appointments, training and dismissals but excluding decisions relating to the Town Clerk which will be considered by the Town Council.
 - h) Reviewing and engaging with schemes for the employment of people under training programmes.
 - i) Ensuring that all disciplinary and grievance policies are dealt with in line with the Council's procedures.
 - j) Determining the training and development policy of the Council.
 - k) Determining the provision of office accommodation.
 - l) Establishing the health, safety and welfare policies of the Council and overseeing implementation and compliance.

TASK AND FINISH GROUPS

Task and Finish Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

LLANGOLLEN TOWN COUNCIL.

ANNUAL INVESTMENT STRATEGY.

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as a part of the Town Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporary surplus resources and the investments it undertakes of these resources.

The Town Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield. In drafting this Annual Investment strategy, the Town Council has made appropriate arrangements for: -

- Identification, management and control of risks in the investments/treasury management activities it undertakes.
- Budgeting, accounting and audit arrangements.
- Its cash and cash flow management requirements.
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
- Corporate governance.
- A procedure to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving laundering of money.

All investments undertaken by the Town Council will be made and repaid in Sterling.

SUMS TO BE INVESTED

The sum to be invested will be the surplus balance remaining following day-to-day operating financial requirements of the Town Council

LISTING OF INVESTMENTS

The Council will undertake the following investments for the financial year 2021/22

Deposits in a Business Money Manager instant access business savings account with HSBC Bank, to a maximum investment of £90,000.

These investments will be reviewed annually to ensure that further investment will be appropriate given the Council's financial plans at that time.

DRAFT SCHEDULE OF MEETINGS 2021/22 MUNICIPAL YEAR

Date	Meeting	Time	Location
18 May 2021	Annual Meeting	6.00 pm	Star Leaf meeting*
18 May 2021	Town Council on rising of Annual Meeting	-	Star Leaf meeting*
25 May 2021	Cittaslow Committee	6.00 pm	Star Leaf meeting*
1 June 2021	Human Resources Committee	6.00 pm	Star Leaf meeting*
8 June 2021	Asset Management Committee	6.00 pm	Star Leaf meeting*
15 June 2021	Town Council	6.00 pm	Star Leaf meeting*
20 July 2021	Town Council	6.00 pm	Star Leaf meeting*
28 July 2021	Cittaslow Committee	6.00 pm	Star Leaf meeting*
AUGUST RECESS			
7 September 2021	Human Resources Committee	6.00 pm	TBA
14 September 2021	Asset Management Committee	6.00 pm	TBA
21 September 2021	Town Council	6.00 pm	TBA
28 September 2021	Cittaslow Committee	6.00 pm	TBA
19 October 2021	Town Council	6.00 pm	TBA
16 November 2021	Town Council	6.00 pm	TBA
23 November 2021	Cittaslow Committee	6.00 pm	TBA
7 December 2021	Human Resources Committee	6.00 pm	TBA
14 December 2021	Asset Management Committee	6.00 pm	TBA
21 December 2021	Town Council	6.00 pm	TBA
18 January 2022	Town Council	6.00 pm	TBA
25 January 2022	Cittaslow Committee	6.00 pm	TBA
15 February 2022	Town Council	6.00 pm	TBA
1 March 2022	Human Resources Committee	6.00 pm	TBA
8 March 2022	Asset Management Committee	6.00 pm	TBA
15 March 2022	Town Council	6.00 pm	TBA
22 March 2022	Cittaslow Committee	6.00 pm	TBA
19 April 2022	Town Council	6.00 pm	TBA
Schedule excludes Task and Finish Groups and Extraordinary Meetings.			
*Whilst the social distancing measures are in force.			

ADDENDUM TO THE ANNUAL REPORT 2020/21

Councillors attendance.



Town Council meetings.		Total 6
Councillor.	Meetings attended	Attendance %
CLlr Baker.	3	50%
CLlr Carole.	5	100%
CLlr Cheminai.	5	100%
CLlr Davies. (Elected 18/03/2021)	1	100%
CLlr Grindley.	5	100%
CLlr Haddy.	5	100%
CLlr Keddie.	4	66%
CLlr Lovelock.	5	100%
CLlr Lube.	5	100%
CLlr Mile.	5	100%
CLlr Palmer.	5	100%

Asset Management Committee		Total 2
Councillor.	Meetings attended	Attendance %
CLlr Baker.	1	50%
CLlr Haddy.	2	100%
CLlr Keddie.	2	100%
CLlr Mile.	2	100%
	2	100%

Cittaslow Committee.		Total 2
Councillor.	Meetings attended	Attendance %
CLlr Carol.	2	100%
CLlr Cheminai.	2	100%
CLlr Grindley.	1	50%
CLlr Mile.	2	100%
CLlr Lovelock.	2	100%

Human Resources Committee.		Total 2
Councillor.	Meetings attended	Attendance %
CLlr Cheminai.	2	100%
CLlr Keddie.	2	100%
CLlr Mile.	2	100%
CLlr Lovelock.	2	100%
CLlr Palmer.	2	100%

Cyngor Tref Llangollen Town Council.

Agenda.

18.05.2021.

- | | |
|---|---|
| 1. Croesawriad a chyhoeddiadau Faer y Dref | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrrff allanol. | Presentations.
To receive presentations from outside bodies. |
| 4. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 16 Mawrth 2021 fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 16 March 2021 as a correct record. |
| 8. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
a) Aliadau Awdurdodedig.
b) Datganiadau Ariannol.
c) Archwiliad mewnol dros dro am y flwyddyn a ddaeth i ben 31 Mawrth 2021. | Financial Reports.
To consider financial matters and make any necessary decisions thereon.

Authorised Payments.
Financial Statements.
Interim internal audit for the year ended 31 March 2021. |
| 9. Ceisiadau Cynllunio.
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 | Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been |

gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2020/1051 Tir yn (Rhan o ardd) Y Grange, Ffordd y Grange.

Cais Diwygiedig

Codi 1 annedd ar wahân a gwaith cysylltiedig.

03/2020/0918 Glas Aber, Geraint

Cais Diwygiedig.

Codi 3 phod gwyliau, uned toiled/cawod annibynnol a gwaith cysylltiedig

03/2021/0236 Rocklands, Geufron.

Addasiadau i'r to, gan gynnwys gosod goleuadau to. Addasiadau i ffenestri a gwaith cysylltiedig.

03/2021/0050 Tir Gerllaw Gwesty Hand, Stryd y Bont.

Cais Diwygiedig

Codi man eistedd wedi'i godi i'w ddefnyddio mewn cysylltiad â'r gwesty presennol gan gynnwys caban bar gweini, tirlunio a gwaith cysylltiedig.

03/2021/0366 Ty Newydd Sun Bank.

Isrannu annedd i ddarparu llety gwyliau, a newid defnydd o dy pwll i ffurfio 1 llety gwyliau.

03/2021/0409 25 Stryd y Bont.

Amrywio amod 2 o gais cynllunio rhif 03/2020/0920/PF I ganiatáu newidiadau i'r ffenestr blaen.

10.

Tystysgrifau Penderfyniad.

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

03/03/2021/0083 Land Off Vicarage Road

published and may be considered at this meeting).

03/2020/1051 Land at (Part garden of) The Grange, Grange Road

Revised Application.

Erection of 1 no. detached dwelling and associated works.

03/2020/0918 Glas Aber, Geraint

Revised Application.

Erection of 3 no. holiday pods, freestanding wc/shower unit and associated works.

03/2021/0236 Rocklands, Geufron.

Alterations to roof including the insertion of rooflights. Alterations to fenestrations and associated works.

03/2021/0050 Land Adjacent to The Hand Hotel Bridge Street.

Revised Application

Erection of raised decked seating area to be used in connection with the existing hotel including serving bar cabin, landscaping and associated works.

03/2021/0366 Ty Newydd Sun Bank.

Subdivision of dwelling to provide a holiday let, and change of use of pool house to form 1 no. holiday let.

03/2021/0409 25 Bridge Street

Variation of condition 2 of planning of planning permission number 03/2020/0920/PF to allow amendments to front window.

Certificates of Decision.

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

03/03/2021/0083 Land Off Vicarage Road

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)
Penderfyniad: Caniatáu.

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

03/2021/0192 Glas Aber Geraint.
Codi ty haf (cais ôl-weithredol).
Penderfyniad: Gwrthod.

03/2021/0192 Glas Aber Geraint.
Erection of Summerhouse (retrospective application).
Decision: Refuse.

03/2021/0199 7 Castle Street Square.
Newid ffenestr bren bresennol i ffenestr ddalennog symudol i weithredu fel agoriad gweini (Cais Adeilad Rhestredig)
Penderfyniad: Caniatáu.

03/2021/0199 7 Castle Street Square .
Replace existing timber window to a sliding sash window to act as a serving hatch (Listed Building Application).
Decision: Grant.

03/2020/0482 Tir ger llaw 4 Craig y Don Heol y Frenhines.
Manylion y cynllun tirlunio caled a meddal ar gyfer y safle a gyflwynwyd yn unol ag amod 10 (a, b, c, d, e,) o gais cynllunio Rhif 03/2017/0095/PF
Penderfyniad: Caniatáu.

03/2020/0482 Land adjacent to 4 Craig Y Queen Street .
Details of hard and soft landscaping scheme for the site submitted in accordance with condition 10 (a, b, c, d, e,) of planning application code number 03/2017/0095/PF
Decision: Grant.

03/2021/0214 Tir ar Fferm Llandyn Hall.
Manylion dylunio ac adeiladu llwybr troed, trac mynediad, safle bws a draeniad a gyflwynwyd yn unol ag amod 9 cais cynllunio 03/2018/0284/PF
Penderfyniad: Caniatáu.

03/2021/0214 Land at Llandyn Hall Farm.
Details of design and construction of footway, bus stop access track and drainage submitted in accordance with condition 9 of planning application reference number 03/2018/0284/PF
Decision: Grant.

03/2021/0185 Irvan Maesmawr Road
Codi estyniad to dormer y tu ôl i'r annedd, gan gynnwys balconi "Juliette" a gwaith cysylltiedig.
Penderfyniad: Caniatáu.

03/2021/0185 Irvan Maesmawr Road
Erection of dormer roof extension to rear of dwelling, including Juliette balcony and associated works.
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. Gohebiaeth.

Correspondence.

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) **TLorna Hart, Rheolwr Yswiriant, Gwasanaethau Busnes yn CAS Cyf**
Mae'r cynnydd yn y swm adeiladau sydd wedi'i yswirio ar gyfer Neuadd y Dref o £390,000 i £3,870,000 ynsylweddol, felly byddai'r premiwm blyneddol argyfer yr adeiladau agyflenwir ar y polisi yn unig yn cynyddu £ 4 56.46 i £2,444.87 ac o'r herwydd byddai'r premiwm blyneddol ar gyfer y polisi yn cynyddu o £1,759.86 i £3,683.10.

Gweithred: Nodi cynnydd mewn premiwm.

13. **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.

14. **Rybudd o Gynnig.**

I ystyried Rhybudd o Gynnig sy'n sefyll yn enw'r Cyng John Palmer, bod Cyngor Tref Llangollen, pan fydd y pandemig yn cael ei ddatgan o'r diwedd:

- a) i cytuno mewn egwyddor i godi cofeb i'r preswylwyr Llangollen hynny a fu farw, y rhai a ddioddefodd o salwch ac unigedd a'r aelodau gwirfoddol hynny o'r gymuned a aeth ynghyd i roi cymaint o help a chefnogaeth ac
- b) yn sefydlu grŵp lleol sy'n cynnwys aelodau o'r Cyngor y Dref a phartïon eraill â diddordeb i ddatblygu'r cysyniad a cheisio'r cyllid i gyflawni'r prosiect.

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.).

Lorna Hart, Insurance Manager, Business Services at CAS Ltd

The increase in the buildings sum insured for the Town Hall from £390,000 to £3,870,000 is significant, therefore the annual premium just for the buildings cover on the policy would increase from £456.46 to £2,444.87 and as such the annual premium for the policy would increase from £1,759.86 to £3,683.10.

Action: Note increase in premium.

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 John Palmer, that Llangollen Town Council, when the pandemic is finally declared over:

- a) agrees in principle to erect a memorial to those Llangollen residents who died, those who suffered from illness and isolation and those volunteer members of the community who rallied round to give so much help and support and
- b) establishes a local group comprising members of the Town Council and other interested parties to develop the concept and seek the funding to deliver the project.

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 May
2021**

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	11	Awaited		
CThem/HMRC	PAYE	12	Awaited		
Border Janitorial	Waste bags	13	£36.67	£6.11	£30.56
H Edwards	Ground's contract	14	£889.00	£0.00	£889.00
B Jones	Translation costs	16	£50.00	£0.00	£50.00
S P Projects	Building valuation	17	£1,800.00	£300.00	£1,500.00
Smiths of Derby	Clock servicing	18	£280.80	£46.80	£234.00
Watkin and Williams	Ironmongery and tools	19	£6.50	£1.08	£5.42
J Williams	Bus shelter and window cleaning	20	£60.00	£0.00	£60.00
Taliad Visa Payments					
Giff Gaff	Mobile phone charges	3	£6.00	£1.00	£5.00
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Service charges		£133.00	£0.00	£133.00
British Telecom	Broadband and phone		£90.19	£15.03	£75.16
CS Ddinbych / Denbighshire CC	Premises licence		£180.00	£0.00	£180.00
Grenke	Copier leasing		£311.90	£51.98	£259.92
PWLB	Loan repayments		£1,455.36	£0.00	£1,455.36
Nwy Prydain / British Gas 6667	Electricity		Awaited		
Nwy Prydain / British Gas 6668	Electricity		Awaited		
Nwy Prydain / British Gas 6669	Electricity		Awaited		
Nwy Prydain / British Gas 1539	Electricity		£22.83	£1.08	£21.75
NEST	Pension		£240.08	£0.00	£240.08
S Johnston	Storage hire		£70.00	£0.00	£70.00
Totals			£5,632.33	£423.08	£5,209.25



**Monthly Financial Statement
and
Bank Reconciliation**

Llangollen Town Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
8	Fees and charges	0.00	0.00	0.00	1,050.00	0.00	1,050.00
9	Cloud services	0.00	0.00	0.00	1,500.00	133.00	1,367.00
10	Health and safety	0.00	0.00	0.00	2,500.00	0.00	2,500.00
11	Insurance	0.00	0.00	0.00	8,000.00	0.00	8,000.00
12	Licenses	0.00	0.00	0.00	550.00	0.00	550.00
13	NNDR	0.00	0.00	0.00	11,000.00	0.00	11,000.00
14	Payroll	0.00	0.00	0.00	500.00	0.00	500.00
15	Subscriptions	0.00	0.00	0.00	1,000.00	648.00	352.00
		£0.00	0.00	£0.00	26,100.00	£781.00	25,319.00

Asset Management		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
16	Equipment	0.00	0.00	0.00	500.00	0.00	500.00
17	Projects	0.00	0.00	0.00	20,000.00	0.00	20,000.00
18	Cleaning	0.00	0.00	0.00	2,200.00	0.00	2,200.00
19	Grounds maintenance	0.00	0.00	0.00	10,000.00	70.00	9,930.00
20	Christmas illuminations	0.00	0.00	0.00	9,000.00	0.00	9,000.00
21	Repairs and renewals	0.00	0.00	0.00	9,000.00	1,294.37	7,705.63
22	Waste collection	0.00	0.00	0.00	1,700.00	777.73	922.27
23	Water charges	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£0.00	0.00	£0.00	54,400.00	£2,142.10	52,257.90

Capital Financing		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
33	Loan repayments	0.00	0.00	0.00	1,500.00	0.00	1,500.00
		£0.00	0.00	£0.00	1,500.00	£0.00	1,500.00

Community		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
34	Community grants	0.00	0.00	0.00	4,000.00	0.00	4,000.00
35	Donations	0.00	0.00	0.00	3,000.00	0.00	3,000.00
36	Cittaslow	0.00	0.00	0.00	3,500.00	0.00	3,500.00
		£0.00	0.00	£0.00	10,500.00	£0.00	10,500.00

Cost of Democracy		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
24	Election expenses	0.00	0.00	0.00	3,000.00	0.00	3,000.00
25	Civic costs	0.00	0.00	0.00	2,150.00	0.00	2,150.00
26	Civic events	0.00	0.00	0.00	1,500.00	0.00	1,500.00
27	Mayor's allowance	0.00	0.00	0.00	0.00	0.00	0.00
28	Remuneration	0.00	0.00	0.00	2,000.00	0.00	2,000.00
29	Member Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
30	Member expenses	0.00	0.00	0.00	100.00	0.00	100.00
		£0.00	0.00	£0.00	9,750.00	£0.00	9,750.00

Energy Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
31	Electricity	0.00	0.00	0.00	5,000.00	114.15	4,885.85
32	Gas	0.00	0.00	0.00	6,000.00	0.00	6,000.00
		£0.00	0.00	£0.00	11,000.00	£114.15	10,885.85

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Llangollen Town Council
Net Position by Cost Centre and Code

Cost Centre Name

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept	0.00	144,975.00	48,265.00	0.00	0.00	-96,710.00
2	Interest	0.00	100.00	0.00	0.00	0.00	-100.00
3	Room hire	0.00	10,000.00	0.00	0.00	0.00	-10,000.00
4	Rents	0.00	15,000.00	1,358.00	0.00	0.00	-13,642.00
5	Grants	0.00	0.00	0.00	0.00	0.00	0.00
6	Tenants recharges	0.00	1,900.00	0.00	0.00	0.00	-1,900.00
7	VAT refund	0.00	12,000.00	0.00	12,000.00	0.00	0.00
		£0.00	183,975.00	£49,623.00	12,000.00	£0.00	-122,352.00
<hr/>							
Office Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
37	Office supplies	0.00	0.00	0.00	1,000.00	0.00	1,000.00
38	Telephone and broadband	0.00	0.00	0.00	1,000.00	80.16	919.84
39	Photocopying	0.00	0.00	0.00	1,100.00	259.92	840.08
40	Printing	0.00	75.00	0.00	1,500.00	48.84	1,376.16
41	Translation	0.00	0.00	0.00	1,700.00	75.00	1,625.00
		£0.00	75.00	£0.00	6,300.00	£463.92	5,761.08
<hr/>							
Staff Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
42	Salaries	0.00	0.00	0.00	34,000.00	2,768.64	31,231.36
43	Expenses	0.00	0.00	0.00	500.00	0.00	500.00
44	Pension	0.00	0.00	0.00	2,000.00	240.08	1,759.92
45	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
46	HMRC	0.00	0.00	0.00	13,000.00	1,134.63	11,865.37
		£0.00	0.00	£0.00	50,500.00	£4,143.35	46,356.65
<hr/>							
NET TOTAL		£0.00	184,050.00	£49,623.00	182,050.00	£7,644.52	39,978.48

Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD		
	Receipts 01/04/2021 - 30/04/2021		49,623.00
			174,054.74
	SUBTRACT		
	Payments 01/04/2021 - 30/04/2021		7,879.74
A	Cash in Hand 30/04/2021 (per Cash Book)		166,175.00
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2021	0.00
	Llangollen Town Council Money M	30/04/2021	69,179.21
	Llangollen Town Council Current A	30/04/2021	96,995.79
			166,175.00
	Less unrepresented payments		0.00
			166,175.00
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		166,175.00
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Interim internal audit for the year ended 31 March 2021.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the Interim internal audit for the year ended 31 March 2021.

2.0 Background.

2.1 JDH Business Services Limited (JDH) have conducted the Interim internal audit for the year ending 31st March 2021. This audit involves preliminary audit work examining the accounting records and systems of internal control prior to the analysis of the fiscal aspects at year-end.

2.2 The interim audit tasks are conducted in order to compress the period needed to complete the final audit and all procedures are compliant with the 'Governance and Accountability for Local Councils in Wales, A Practitioners' Guide (2019).

2.3 The results of the Interim internal audit are detailed below, together with the Town Councils response.

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	This element will be added to the Town Council risk assessment as part of the budgeting process.
2	The financial regulations require the following for payments by internet banking transfer: <i>If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.</i> A schedule of payments that is presented to Council for approval has been signed by one signatory for the period April- October 2020 however as it is not dated there is no evidence of when the signatory authorised payment.	<i>Evidence should be obtained of when two signatories have authorised online bank payments. If signatures cannot be obtained an alternative would be to obtain emailed authorisation before a payment is made.</i>	PDF copies of the payments sent to the internal auditors were created using the print area setting of the original Excel documents which inadvertently omitted the last line of the table which detailed the date of signing. Original Excel paper copies on file are dated.

<p>Testing found that payments made in April 2020 (BP1 -BP13) have not been approved by Council.</p>	<p><i>The April 2020 payments should be approved by Council.</i></p>	<p>The payments were circulated to obtain emailed authorisation before a payment is made but are presented again to Full Council in Appendix A.</p>
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3. Internal Auditors' conclusions.

- 3.1 On the basis of the internal audit work carried out JDH's view is that the council's system of internal controls is in place, is adequate for the purpose intended and effective, subject to the recommendations reported in the action plan. JDH will follow up all recommendations included in the action plan in the next financial year.

4. Recommendation.

- 4.1 It is recommended that the internal auditors report be accepted, and the actions be implemented.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and financial probity.

Appendix A.

Authorised Payments April 2020					
Supplier	Description	Method	Gross	VAT	Net
A W Renewables	Contract payment	TB/BP 1	£13,395.00	£2,232.50	£11,162.50
Bates Office Supplies	Copier Paper	TB/BP 2	£169.19	£28.20	£140.99
Cathedral Hygiene Services	Hygiene Services	TB/BP 3	£748.80	£124.80	£624.00
B Jones	Translation costs	TB/BP 4	£90.00	£0.00	£90.00
Llangollen Food Share	Reimbursement Covid 19 costs	TB/BP 5	£82.13	£0.00	£82.13
GHP Legal	Legal Fees	TB/BP 6	£580.80	£96.80	£484.00
C Meade	Reimbursement Covid 19 costs	TB/BP 7	£80.00	£0.00	£80.00
One Voice Wales	Membership	TB/BP 8	£455.00	£0.00	£455.00
Rawsons Digital	Photocopying supplies	TB/BP 9	£117.61	£19.60	£98.01
Smiths of Derby	Clock servicing	TB/BP 10	£272.40	£45.40	£227.00
G Thomas	Reimbursement Covid 19 costs	TB/BP 11	£63.98	£0.00	£63.98
W R Thomas	Memorial plaque	TB/BP 12	£66.00	£11.00	£55.00
Ultra Clean	Contract cleaning	TB/BP 13	£235.20	£37.34	£197.86
DCC	Replacement premises licence	Visa 55	£10.50	£0.00	£10.50
Mr Flag	Flags	Visa 1	£154.20	£25.70	£128.50
ACS Technology	IT services	DU/DD	£54.90	£0.00	£54.90
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£68.25	£3.25	£65.00
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£15.49	£0.73	£14.76
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£333.32	£55.55	£277.77
Nwy Prydain / British Gas	Gas charges	DU/DD	£15.25	£0.72	£14.53
British Telecom	Telephone and internet	DU/DD	£85.02	£14.71	£70.31
CS Ddinbych / Denbighshire CC	CAC/NNDR	DU/DD	£1,094.50	£0.00	£1,094.50
S Johnston	Storage unit	TS/SO	£70.00	£0.00	£70.00

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