



## GELLIGAER COMMUNITY COUNCIL

### Minutes of the Annual Meeting of Gelligaer Community Council held at 7.30pm on Wednesday 13<sup>th</sup> May 2015 at the Council Office, Llwyn Onn, Penpedairheol.

#### **PRESENT**

Councillors: A P Angel, D Bolter, D Cushing, W David, W Griffiths, G Hughes, M James, T Matthews, T Parry, J A Pritchard & G Roberts.

Clerk: Ceri Mortimer

*Chairman, Cllr Judith Pritchard, chaired the meeting until her successor was duly appointed.*

#### **1 Elect a Chairman of the Council**

Nominations for the Chairman of the Council were invited.

Cllr Teresa Parry was nominated and seconded.

**RESOLVED:** Cllr Teresa Parry be appointed Chairman of the Council for the ensuing year.  
Chair Cllr Teresa Parry signed the Acceptance of Office.

Cllr Judith Pritchard thanked everybody for their contribution throughout the year. Cllr Pritchard commented that she had enjoyed her year in office. Memorable occasions included attending the Platinum Wedding Anniversary party of Mr & Mrs Hamer and the warm welcome received from members of the luncheon club at Cascade Methodist Church. Cllr Judith Pritchard commended the excellent work that was undertaken by Mrs Yvonne Thomas at the church. The Chairman's event was also very enjoyable and £157 was raised for Ty Hafan Children's Hospice.

*Chairman, Cllr Teresa Parry chaired the meeting.*

#### **2 Appoint Vice-Chairman of the Council**

Nominations for the Vice Chairman of the Council were invited.

Cllr Donna Cushing was nominated and seconded.

**Resolved:** Cllr Donna Cushing be appointed as Vice Chairman of the Council for the ensuing year.

Cllr Donna Cushing signed the Acceptance of Office

*Cllr Teresa Parry gave her apologies and left the meeting due to feeling unwell.*

*Vice Chairman, Cllr Donna Cushing chaired the meetin.*

#### **3 Apologies**

Apologies were received from Cllr Teresa Parry, who left the meeting feeling unwell, and Cllr Hefin David due to work commitments

#### **4 Minutes**

The minutes of the Annual Meeting that was held on 14th May 2014, which were confirmed and duly signed as an accurate record at full council meeting on the 18th June 2014 (Minute no.33) were noted.

- 5     **Standing Orders 2015/16**  
      **RESOLVED:** The Council's Standing Orders were reviewed and adopted for the ensuing year
- 6     **Policy Document 2015/16**  
      To receive, review and adopt the Council's Policy document for the ensuing year.  
      This document is reviewed annually.  
      **RESOLVED:** That the document be adopted for the ensuing year following amendment to:  
      Item 8 Members Allowances
- Community Councillors are to be paid an allowance of £100 per annum to meet the expense of office
  - Members who wish to forego their allowance are to write to the Clerk.
- 7     **Financial Regulations**  
      **RESOLVED:** The current Financial Regulations were reviewed and adopted for 2015/16.  
      The Clerk is currently looking at Model Standing Orders recently released by OVW and will therefore table this item again for a future meeting (before August 2015 recess) for Council's consideration.
- 8     **Asset Register**  
      It was noted that the Asset Register will be presented to Council at a future meeting (before August 2015 recess)
- 9     **Risk Management**  
      **RESOLVED:** The Council's Risk Assessment/Management document was reviewed and adopted for the ensuing year.
- 10    **Complaints Policy**  
      Gelligaer Community Council's Complaints Policy was adopted at Full Council on 22/10/2014, as a result and having received no complaints, it was,  
      **RESOLVED:** The Council's Complaint's Policy be adopted for the ensuing year..
- 11    **Health & Safety Policy**  
      It was noted that the Clerk is currently looking at this policy for council to adopt at a future meeting. The Clerk will attend OVW training.
- 12    **Diversity and Equal Opportunities Policy**  
      Provisions of the Equality Act 2010 (the Act) – under the Act, it is recommended that community & town councils establish a written equal opportunities scheme or policy.  
      **RESOLVED:** The written policy/statement be adopted for the ensuing year.
- 13    **Appoint Representatives to Outside Bodies for 2015/16**  
  
      **RESOLVED:** That the following members and clerk be appointed to represent the council on outside bodies:
- (a) Community & Town Councils Liaison Committee**  
      Cllr T Parry, Cllr W Griffiths and C Mortimer
- (b) Caerphilly County Borough & Community/Town Councils Joint Liaison Committee**  
      Cllr T Parry & C Mortimer

**(c) One Voice Wales – Larger Councils**

Cllr Martyn James (Cllr Donna Cushing as reserve)

It was suggested that the Clerk contact OVW and request that they give more notice in respect of their conferences and larger council committee meetings

**(d) One Voice Wales – RCT/Merthyr/Caerphilly Area Committee**

Cllr M James & Cllr D Cushing

**(e) Minor Authority Representative on the Board of Governors:**

- **Hengoed Primary School** – Cllr Teresa Parry
- **Y G G Bro Allta** – Cllr Teresa Parry
- **Derwendeg Primary School** – Cllr Donna Cushing
- **Glyngaer Primary School** – Cllr Thomas Matthews
- **Greenhill Primary School** – Mr Roger Bevan – RESOLVED: Re-nominated as our representative
- **Tir y Berth Primary School** – Mr Michael Thorn
- **Ystrad Mynach Primary** – Mrs Cerys Sage
- **Y G G Penalltau** – Mrs Christine Angel
- **Y G G Gilfach Bargoed** – Cllr Suzanne Davies (Bargoed Town Council for a term)

**(f) Emergency Planning** – Cllr Judith Pritchard & Ms Ceri Mortimer

**(g) Community Centres Management Committees**

Respective ward members to attend their own, with the exception of Penybryn Village Hall.

- **Cascade** – Cllr W David
- **Cefn Hengoed** – Cllr D Cushing
- **Gelligaer** – Cllr W Griffiths
- **Glan y Nant Memorial Hall** – Cllr W David
- **Hengoed** – Cllr T Parry
- **Pen y Bryn Village Hall** – Cllr H David (as agreed 22/04/2015)
- **Tir y Berth** – Cllr N Quarry

**(h) Town Centre Management Group Committee**

Resolved: Cllr Wynne David, Cllr Donna Cushing and the Clerk  
(Cllrs A. Angel, M James, D Bolter and J Pritchard attend as CCBC Members)

**14 Schedule of Meetings**

RESOLVED: To accept suggested cycle of meetings for 2014/15

The meeting closed at 8:05 pm

Signed: \_\_\_\_\_ Chairman



## GELLIGAER COMMUNITY COUNCIL

### Minutes of Full Council Meeting of Gelligaer Community Council held on Wednesday 13<sup>th</sup> May 2015 at Gelligaer Community Council Office, Council Chamber, Llwyn Onn, Penpedairheol.

#### PRESENT

**Councillors:** A P Angel, D Bolter, D Cushing, W David, W Griffiths, G Hughes, M James, T Matthews, T Parry, J A Pritchard & G Roberts.

**Clerk:** Ceri Mortimer

**In Attendance:** Mr Hefin Jones, Design Museum.

*Prior to the meeting commencing, Vice Chairman, Cllr Donna Cushing welcomed Mr. Hefin Jones of Design Museum to speak with the members regarding an ambitious project at Penallta mine shaft. Following some discussion, Members felt that it was not a project that they were able to support at this time.*

*Cllr Gethin Roberts left the meeting.*

#### 15 Apologies

Apologies were received earlier from Chairman Cllr Teresa Parry due to feeling unwell, Cllr Gethin Roberts, having left following Design Museum's presentation, and due to other commitments and Cllr Hefin David due to work commitments.

#### 16 Declarations of Interest

Cllr Dennis Bolter declared an interest in minute no. 29 (Planning)

Cllr Wynne David declared an interest in minute no. 29 (Planning)

C Mortimer declared an interest in minute no. 28 (Staffing Matters)

#### 17 Chairman's Announcements

**Vice Chairman, Cllr Donna Cushing announced the following:**

- Urdd Eisteddfod at Llancaiach – 28<sup>th</sup> May 2.00pm leaving Parc Penallta to walk to Gelligaer Meeting up with Clive Andrew-Artha for a free walk & talk around Gelligaer Roman Fort and a visit to Bethesda Chapel.  
Refreshments will be served at St Cattwg's Community Hall or Church.  
Cllr A Angel requested that it be noted that Ystrad Mynach Urdd Committee were very grateful to the Community Council for making donations towards the Eisteddfod through their committee. The committee raised over £18,000.
- 23<sup>rd</sup> May Bargoed Male Voice Choir 7.00pm at Lewis Boys School Ticket £6 each
- 16<sup>th</sup> May 2015 2.00pm  
Glamorgan-Gwent Archaeological Trust  
Meeting at the turn off by Bedlinog Road – to walk and visit the Bronze Age remains
- New Start 4 Life, a club that supported people who suffered cardiac illnesses, had closed.
- Gelligaer Historical Society invite all members to their presentation evening at Llancaiach Fawr on Wednesday 24<sup>th</sup> June 2015, whereby Hengoed Primary School will be giving a presentation. Light refreshments are at 6.15pm before the presentation at 7.00pm.
- Members were requested to distribute posters for the following events:  
Bands in the Park on:  
Sunday 14<sup>th</sup> June 2015 2.30 – 5.00pm at Ystrad Mynach Park – RAF St Athan Voluntary Band  
Sunday 5<sup>th</sup> July 2015 2.30 – 5.00pm at Tiryberth Park – Ynyshir Brass Band  
Day trips to Porthcawl on 8<sup>th</sup> August, 15<sup>th</sup> August and 22<sup>nd</sup> August 2015.  
It was noted that the trip was for community 1<sup>st</sup> areas; hence Ystrad Mynach was not included on this occasion.

- 18 Minutes**  
Minutes of the Council meeting held on 12/04/2015 were confirmed and signed as an accurate record
- 19 Current Financial Situation**  
The current financial situation of the Council as at 07/05/2015 was confirmed and signed as an accurate record.
- 20 Independent Remuneration Panel for Wales Annual Report February**  
Determinations 42 – 47 are permissive powers that require a formal decision by council.  
Determinations 42 –46 were agreed at Full Council meeting on 22<sup>nd</sup> April 2015.  
Determination 47 was deferred for this meeting, and members deferred it again for the next meeting.
- 21 Financial Assistance Arthritis Care Application No. 5**  
It was RESOLVED that £400 be granted to Arthritis Care
- 22 Financial Assistance Hengoed Pensioners Application No. 6**  
It was RESOLVED that £250 be granted to Hengoed Pensioners
- Cllr Dennis Bolter and Cllr Thomas Matthews left the meeting*
- 23 One Voice Wales (OVW) Larger Council's Conference 8<sup>th</sup> July 2015 Hafod a Ynys, Royal Welsh Showground**  
It was confirmed that the Clerk put together a PowerPoint presentation to show case our environmental projects at the OVW conference. Cllr Judith Pritchard, Cllr Teresa Parry and the Clerk will present at the event.
- 24 Projects**
- (i) **Community Project** – it was agreed to invite members of Gelligaer Historical Society, CCBC's Winding House and CCBC's Sustainable Development Officer, Paul Cooke to the next meeting to discuss potential projects in relation to the Roman Fort.
  - (ii) **Proposed Ystrad Mynach Christmas Market – 21<sup>st</sup> November 2015**  
To ensure continuity of the Christmas Market, It was RESOLVED that £1,500 be funded towards costs.
  - (iii) **Women's Refuges** – to meet the costs of three mattresses it was RESOLVED that funding for both refuges be increased to £330
  - (iv) **Project Summary:**
- Project No. 352 Bethel Evangelical Church, Gelligaer**  
Work: To improve disabled access and DDA W/C  
Cost: £2,500
- Project No. 351 Roman Fort Welsh Guide Books**  
Work: Design and print 200 books in readiness for the Eisteddfod  
Cost: £835
- Project No. 350 – Community Notice Board**  
Work: Supply & install notice board o/s Magnum Stores, Cefn Hengoed for the community to use and for the community Council to display items of interest.  
Cost: £1167
- Project No. 348 – Youth Club, Cefn Hengoed**  
Work: Rebuild/refurbishment centre.  
Cost: £ 3,520 (fee for technical services)

**Project No. 345 - Women's refuge**

Work: to improve the interior to make more homely & welcoming for women & children.

Inventory of items/works has been drawn up

Cost of printing: £330 for Welcome Packs for Galfach & £330 on mattresses for Ystrad Mynach

**Project No. 343 Ystrad Mynach Primary School Centenary Mosaic**

Work to be undertaken: Artists to work with children in designing and installing a mosaic in the grounds

Cost: £2,000

**Project No. 342 Hanging Baskets at Ystrad Mynach**

Work to be undertaken: Supply & fit 12 summer hanging baskets throughout the town plus planter on railings to the front of Pier Head building & daily watering

Cost: £3,406

**Project No.336 Motorbike Inhibitor between f/path on Hospital Road**

Work to be undertaken: Install Motorbike Inhibitor Cost: £950

**Project No.335 Day trip to the beach for families**

Work to be undertaken: 2 coaches from each community 1<sup>st</sup> ward (i) Gelligaer (ii) Tiryberth (iii) Hengoed & Cefn Hengoed, to transport families for a day out to Porthcawl

Cost: £1,950

**Project No. 330 Bands in the Park**

Works to be undertaken: Bands in the Park 2015 at Tiryberth Park and Ystrad Mynach Park.

Cost: £692

**Project No. 228 Pantomimes 2015**

Work to be undertaken: To arrange Pantos at (1) Tiryberth Primary

(2) Gelligaer Community Centre (3) Lindsay Club (4) Hengoed Community Centre (5) Ystrad Mynach x 2 (Lewis Girls) & Penybryn Cost: £4,000

**Project No. 222: Tiryberth Memorial**

Work to be undertaken: Hard standing & pathway completed. Names of fallen are required for inscriptions on the granite. Member is making enquiries

**Project No. 218: Wild Flower Sowing**

Work to be undertaken: sowing/planting at: (1) Tiryberth park banking

(2) by The Cross P/H (3) on triangular section of grass near Derwendeg Primary

(4) in the verge past the entrance and R/A to Brynsiriol estate Cost: £1,250

**Project No. 217: Pensioner bungalows, Heol Dewi Hengoed**

Work to be undertaken: 4 car parking spaces Cost: £5,000

**Project No. 212: Bi-annual Gelligaer Young Citizens Award**

Work to be undertaken: Presentation for good deeds within the community

Cost: £205 Next event: tbc

**Project No. 167: Gelligaer Community Newsletter**

Work to be undertaken: Newsletter – Summer 2015

Cost: £1150 & distribution costs

**New Project – Health messages on TV monitors**

Work to be undertaken: quote received for TV monitor (£619) & brackets (£63), awaiting installation costs

**New Project - Orchid Close & Churchfield Close (to the r/o) Tiryberth** – to work in partnership to smarten area up, provide a bench. Member to contact Rhodri Lloyd.

**New Project – Siloh Church Garden**

Work to be undertaken: Site

**New Project – Pottery Lane**

Work to be undertaken – smarten up area, to rid of litter and restore natural beauty

**25 Office and Disabled Toilet Refurbishment**

It was RESOLVED to accept the quotation (Estimate 1) for the additional works.

**26 Public Service Ombudsman for Wales**

Revised guidance on the Code of Conduct, as a result of low level complaint being received from community and town councils, was noted.

**27 The Pension Regulator – Automatic Enrolment**

The law on workplace pensions has changed. Every employer with at least one member of staff now has new duties, including putting those who meet certain criteria into a workplace pension scheme and contributing towards it.

The staging date of the 1<sup>st</sup> June 2015 was noted for Gelligaer Community Council to enrol the Clerk.

*The Clerk declared an interest in the next item and subsequently left the chamber.*

*Cllr Judith Pritchard clerked the meeting in her absence.*

**28 Personnel Matters**

The Clerk returned to the chamber whereby it was explained that Members had RESOLVED that the services of One Voice Wales be used. A date in July is to be arranged whereby Cllr Judith Pritchard will be present during the consultancy.

*Cllr Wynne David left the meeting*

**29 Planning Applications**

Case Ref. 15/0306/FULL Site Area: 219m<sup>2</sup>

Location: 9 Llyswen Penpedairheol Hengoed CF82 7TP

Proposal: Construct a two storey side extension

Applicant: Mrs B Howells 9 Llyswen Penpedairheol Hengoed CF82 7TP

Agent: Lloyds PMS Ltd Mr D Willicombe Deall Sunnybank Machen Caerphilly CF83 8PY

Case Officer: Mr A Pyne 01495 235197 [pynea@caerphilly.gov.uk](mailto:pynea@caerphilly.gov.uk) Ward: St Cattwg Map

Ref:314516 (E) 197215 (N) Expected Decision Level: Delegated

Community Council: Gelligaer Community Council – THERE WERE NO OBJECTIONS

**The meeting closed at 9.05 pm**

Signed: \_\_\_\_\_ Chairman

**GELLIGAER COMMUNITY COUNCIL**  
**BALANCE OF FUNDS FOR THE FINANCIAL YEAR 2015-16**

Balance in Bank as @ 01/04/2015		£32,543.29
Income		44,826.23
Expenditure		34,010.12
<b>Balance to 04/06/2015</b>		<b>43,359.40</b>
Reconciled with Bank Statements as follows:-		
<b>A/c Name</b>	<b>Statement No.</b>	<b>Date</b>
Current (Business Acc)	1	29/05/2015
Bus Bank Instant	68	29/05/2015
30 Day Notice	81	29/04/2015
Expenditure/Income (not yet recorded on bank statements)		-7,763.78
	<b>Community Council Accounts Balance</b>	<b>43,359.40</b>
Roman Fort Account	29	29/05/2015
	<b>Roman Fort Acc Balance</b>	<b>40,200.00</b>

**Payments and Receipts Requiring Approval**

**Payments**

Date	Payee	Description	Net	Vat	Gross	Cheque
08/05/2015	Voyle Construction	Inv 10	750.00	150.00	900.00	1976
08/05/2015	Voyle Construction	Inv 11	750.00	150.00	900.00	1977
08/05/2015	Voyle Construction	Inv 12	750.00	150.00	900.00	1978
08/05/2015	Voyle Construction	Inv 13	750.00	150.00	900.00	1979
12/05/2015	Cascade Allotment Association	Cascade Allotment Association	250.00		250.00	1980
	Cheque Cancelled	Cheque Cancelled	0.00		0.00	1981
12/05/2015	Gelligaer ABC Boxing Club	Financial Assistance	650.00		650.00	1982
12/05/2015	Gelligaer Historical Society	Financial Assistance	200.00		200.00	1983
12/05/2015	Ystrad Mynach Male Voice Choir	Financial Assistance	400.00		400.00	1984
12/05/2015	Cllr D Cushing	Remuneration 2015/16	100.00		100.00	1985
12/05/2015	Cllr T Matthews	Remuneration 2015/16	100.00		100.00	1986
12/05/2015	Cllr W Griffiths	Remuneration 2015/16	100.00		100.00	1987
12/05/2015	Cllr N Quarry	Remuneration 2015/16	100.00		100.00	1988
12/05/2015	Cllr G Roberts	Remuneration 2015/16	100.00		100.00	1989
21/05/2015	Voyle Construction	Inv. No.14	750.00	150.00	900.00	1990
21/05/2015	Voyle Construction	Inv. No.15	750.00	150.00	900.00	1991
02/06/2015	Arthritis Care	Financial Assistance	400.00		400.00	1992
02/06/2015	Hengoed Pensioners	Financial Assistance	250.00		250.00	1993
02/06/2015	D Thomas Building Services	Project - Bethal Evangelical Church, Gelligaer	2,500.00		2,500.00	1994
02/06/2015	CCBC	Inv 082935596 Ink cartridges	467.28		467.28	1995
02/06/2015	Dispirito Design	Project Welsh Roman Fort Guide Books Project	977.00	8.40	985.40	1996
02/06/2015	One Voice Wales	Inv. 2295 (Finance) Inv 2310 (Law) Training	70.00		70.00	1997
02/06/2015	SLCC	Wales Seminar Cllr Cushing & Clerk Llandrindod	138.00	27.60	165.60	1998
02/06/2015						1999
02/06/2015						2000
02/06/2015	Rhondda Cynon Taff CBC Pension Fund	Apr 2015 & May 2015 Employees & Employers Contribution	588.48		588.48	2001
02/06/2015	C Mortimer	Project - Women's Refuge Re: Makro - purchase 3 mattresses	329.97	65.99	395.96	2002
04/06/2015	M Fisher	Internal Audit Year End 31st March 2015	150.00		150.00	2003
01/05/2015	SWALEC	Utilities	45.00		45.00	d/d
05/05/2015	British Gas	Utilities	5.00		5.00	d/d
05/05/2015	EON	Utilities	33.00		33.00	d/d
<b>INCOME</b>						
03/06/2015	Chairman's Account	Cheques received Re: Chair Event 2015				229.46
30/04/2015	CCBC	Precept 1st Installment				43757.15
15/05/2015	SWALEC	Reimbursed due to switch to EON				686.45
12/05/2015	CCBC	LAS000983 - contribution towards printing Welsh Roman Fort Guidebooks				150.00
					<b>Total</b>	<b>44,823.06</b>
<b>INCOME Roman Fort Acc</b>						
27/05/2015	Hendai Solar	Community Grant				40,200.00
					<b>Total</b>	<b>40,200.00</b>

Presented to the Council Meeting held on: 24 June 2015 Minute No. \_\_\_\_\_

Signed Approval by Chairman of Council: \_\_\_\_\_

Signed Approval by Vice Chair: \_\_\_\_\_



# RECONCILIATION

interest in respect of 14/15 £0.19 +£0.21

-0.40

County Borough Supplies GELLR00886150	1957
Caerphilly County Borough Council Inv 0829333205 Poppy Project	1958
Cheque cancelled	1960
Caerphilly County Borough Council Rates 2015/16	1961
Kidney Wales Waif For Life 2015	1963
Playworks Inv 358 April 2015	1968
Voyle Construction Inv.5	1971
Voyle Construction Inv.6	1972
Voyle Construction Inv.7	1973
Voyle Construction Inv.8	1974
Voyle Construction Inv.9	1975
Voyle Construction Inv 10	1976
Voyle Construction Inv 11	1977
Voyle Construction Inv 12	1978
Voyle Construction Inv 13	1979
Cascade Allotment Association	1980
Cheque cancelled	1981
Gelligaer ABC Boxing Club Financial Assistance	1982
Gelligaer Historical Society Financial Assistance	1983
Ystrad Mynach Male Voice Choir Financial Assistance	1984
Cllr D Cushing Remuneration 2015/16	1985
Cllr T Matthews Remuneration 2015/16	1986
Cllr W Griffiths Remuneration 2015/16	1987
Cllr N Quarry Remuneration 2015/16	1988
Cllr G Roberts Remuneration 2015/16	1989
Voyle Construction Inv. No.14	1990
Voyle Construction Inv. No.15	1991
Arthritis Care Financial Assistance	1992
Hengoed Pensioners Financial Assistance	1993
D Thomas Building Services - Bethal Evangelical Church, Gelligaer	1994
CCBC Inv 082935596 Ink cartridges	1995
Dispirito Design - Welsh Roman Fort Guide Books Project	1996

Reconciled

192.95  
1438.46

0.00

1132.70

500.00

208.00

900.00

900.00

900.00

900.00

900.00

900.00

900.00

900.00

900.00

250.00

0.00

650.00

200.00

400.00

100.00

100.00

100.00

100.00

900.00

900.00

400.00

250.00

2500.00

467.28

985.40



**GELLIGAER COMMUNITY COUNCIL**  
**CYNGOR CYMUNED GELLIGAER**

*Clerk  
copy*

E-mail: [mortic1@caerphilly.gov.uk](mailto:mortic1@caerphilly.gov.uk) Tel/Ffon: 01443 821322 / 07933 725094

Office Hours/Oriau Swyddfa – Wednesday & Thursday

Ceri Mortimer

CLERK TO THE COUNCIL / CLERC Y CYNGOR

COUNCIL OFFICE / SWYDDFA Y CYNGOR

LLWYN ONN, PENPEDAIRHEOL, HENGOED

CAERPHILLY COUNTY BOROUGH CF82 8BB / BWRDEISTREF SIROL CAERFFILI

[www.gelligaercommunitycouncil.org.uk](http://www.gelligaercommunitycouncil.org.uk)

[www.romanogelligaer.org.uk](http://www.romanogelligaer.org.uk)

**NOTICE OF FULL COUNCIL MEETING**  
**WEDNESDAY 24<sup>th</sup> June 2015**

*In line with legislation, all community council meetings are open to members of the public and press to attend.*

*Public Question Time – 15 minutes in total.*

*Members of the public can address the councillors **prior** to the meeting. Decisions however cannot be made until the meeting commences and the item is listed on the agenda, otherwise it can be placed on the agenda for the next community council meeting.*

*Members of the public cannot speak during the meeting*

**17th June 2015**

To The Chairman and Members of  
Gelligaer Community Council

**Dear Chairman/Councillor**

You are summoned to attend a monthly meeting of  
GELLIGAER COMMUNITY COUNCIL that will be held on

**Wednesday 24th June 2015, 7.30pm**

at Gelligaer Community Council Office, Llwyn Onn, Penpedairheol.

The business to be transacted is set out in the agenda below.

**Yours sincerely**

**Ceri Mortimer**  
**Clerk to the Council**

encs

**AGENDA**

- 1 Community Benefit Grant**  
Mr Paul Cooke, CCBC's Sustainable Development Team Leader and Mr Clive Andrew-Artha, Member of Gelligaer Historical Society to attend to discuss potential projects
- 2 Apologies**
- 3 Declarations of Interest**
- 4 Chairman's Announcements**

- 5 Minutes**  
To receive, and if approved, to confirm and sign the minutes of the **Annual Council Meeting** held on **13/05/2015**
- 6 Minutes**  
To receive, and if approved, to confirm and sign the minutes of the **Full Council Meeting** held on **13/05/2015**
- 7 Current Financial Situation as at 04/06/2015**  
(i) To receive and confirm the current Balance of Funds, including list of authorised cheques – Chairman and Vice Chairman to sign  
(ii) To receive Reconciliation - Non signatory Member to sign reconciliation  
(iii) To receive Bank Statement no's 99, 1, 68, 81 and 29 - Non signatory member to sign Statements  
(iv) Chairman to sign letter of confirmation of receipt of community benefit grant as per Statement no.29
- 8 Annual Return for the Year Ended 31 March 2015**  
To receive a copy of the Annual Return.  
Mr Mike Fisher has undertaken an internal audit and is satisfied that the control objectives listed were being achieved throughout the year to a standard adequate to meet the needs of the council.
- The internal auditor has signed section 4 – Annual Internal Audit Report*
- I. The Council is required to confirm the Annual Return (by the 30<sup>th</sup> June)*
- II. The Chair presiding at the meeting is required to sign the 'Council approval and certification following the audit'. (Page 4)*
- The Annual Return is to be submitted to Mazars by 30<sup>th</sup> June 2015*
- 9 Financial Assistance** (to be tabled at the meeting if any applications are received)
- 10 Independent Remuneration Panel for Wales Annual Report February**  
Determinations 42 – 47 are permissive powers that require a formal decision by council. Determinations 42 –46 were agreed at Full Council meeting on 22<sup>nd</sup> April 2015, Determination 47 has been deferred for this meeting.  
**Determination (47)**  
Community and town councils are authorized to provide a Civic Allowance to the Chair and Vice Chair of the council of an amount that each council deems appropriate to undertake the functions of that office.  
The Clerk recommends that the Chair's Allowance remain unchanged for the ensuing year and that the Vice Chair receive an amount of £250 (which includes £100 Remuneration granted to Community Councillors by the IRP) to meet the functions of Vice Chair.  
A Council Resolution is required.
- 11 Financial Regulations**  
To receive, review and adopt new model Financial Regulations for the ensuing year.  
A council resolution is required.  
These will be reviewed annually at the May Annual Meeting.
- 12 Appraisals**  
Members are requested to consider conducting an annual appraisal with the Clerk.
- 13 The Rest Porthcawl**  
To receive and note Annual Agenda & Minutes

**14 Presentation - One Voice Wales Larger Council's Conference 8<sup>th</sup> July 2015 Hafod a Ynys, Royal Welsh Showground**

The Community Council have accepted an invitation to participate in this year's OVW's Larger Council's Conference to showcase our innovative environmental projects.

**15 Projects**

- (i) Project Summary – to receive and discuss
- (ii) Container at Tiryberth
- (iii) Quotation for installation of Health Monitor at Gelligaer Surgery

**16 Office and Disabled Toilet Refurbishment**

To ratify spend on new alarm system and additional works (to be tabled at meeting)

**17 Planning Applications** (possibly to follow, which will be tabled at the meeting)

Case Ref. 15/0311/FULL Site Area: 882m<sup>2</sup>

Location: Brynhyfryd 6 Old Parish Road Hengoed CF82 7HU

Proposal: Erect a new dwelling

Applicant: Mrs M Lippard Brynhyfryd 6 Old Parish Road Hengoed CF82 7HU

Agent: Beacons Design Mrs S Evans Farrington Cerrigcochion Road Brecon LD3 7NR

Case Officer: Mrs M Davies 01495 235227 \_ daviem2@caerphilly.gov.uk

Ward: Hengoed Map Ref: 315074 (E) 195230 (N) Expected Decision Level: Delegated

Community Council: Gelligaer Community Council

Case Ref. 15/0339/FULL Site Area: 347m<sup>2</sup>

Location: 11 Lllys Y Coed Ystrad Mynach Hengoed CF82 7FD

Proposal: Erect single-storey side and rear extension and enclose porch to front

Applicant: Mr G Santos 11 Lllys Y Coed Ystrad Mynach Hengoed CF82 7FD

Agent:

Case Officer: Mr C Powell 01495 235019 \_ powelc2@caerphilly.gov.uk

Ward: Ystrad Mynach Map Ref: 314326 (E) 193296 (N) Expected Decision Level: Delegated

Community Council: Gelligaer Community Council

Case Ref. 15/0343/FULL Site Area: 237m<sup>2</sup>

Location: 29 Acorn Lane Glyn-gaer Gelligaer Hengoed CF82 8FS

Proposal: Erect a two storey side extension

Applicant: Mrs S Morgan 29 Acorn Lane Gelligaer Hengoed CF82 8FS

Agent:

Case Officer: Mr A Pyne 01495 235197 \_ pynea@caerphilly.gov.uk

Ward: St Cattwg Map Ref: 314125 (E) 196861 (N) Expected Decision Level: Delegated

Community Council: Gelligaer Community Council

Case Ref. 15/0346/FULL Site Area: 159m<sup>2</sup>

Location: 61 Raglan Road Hengoed CF82 7LY

Proposal: Erect single and two storey rear extension and erect a detached single storey garage

Applicant: Mr N Hodson 61 Raglan Road Hengoed CF82 7LY

Agent:

Case Officer: Mr C Powell 01495 235019 \_ powelc2@caerphilly.gov.uk

Ward: Hengoed Map Ref: 315480 (E) 195186 (N) Expected Decision Level: Delegated

Community Council: Gelligaer Community Council

Case Ref. 15/0380/FULL Site Area: 296m<sup>2</sup>

Location: 9 Goshawk Rise Penallta Hengoed CF82 6BG

Proposal: Erect conservatory to rear elevation

Applicant: Mr Field 9 Goshawk Rise Penallta Hengoed CF82 6BG

Agent: Dunraven Windows Mr D Thomas St Davids House Heol Mostyn Village Farm Industrial Estate Pyle Bridgend

Case Officer: Mr C Powell 01495 235019 \_ powelc2@caerphilly.gov.uk Ward: Hengoed Map Ref: 314225 (E) 196146 (N) Expected Decision Level: Delegated

Community Council: Gelligaer Community Council

Case Ref. 15/0385/FULL Site Area: 329m<sup>2</sup>  
Location: 61 The Avenue Ystrad Mynach Hengoed CF82 8AF  
Proposal: Renew detached garage to rear of property  
Applicant: Mrs Evans 61 The Avenue Ystrad Mynach Hengoed CF82 8AF  
Agent: Mr K Assender 9 St Cenydd Close Pontllanfraith Blackwood NP12 2FG  
Case Officer: Mr C Powell 01495 235019 \_ powelc2@caerphilly.gov.uk  
Ward: Ystrad Mynach Map Ref: 314923 (E) 194597 (N) Expected  
Decision Level: Delegated  
Community Council: Gelligaer Community Council

Case Ref. 15/0386/FULL Site Area: 159m<sup>2</sup>  
Location: 4 Duffryn Street Ystrad Mynach Hengoed CF82 7GJ  
Proposal: Construct detached garage  
Applicant: Mr D Ball 4 Duffryn Street Ystrad Mynach Hengoed CF82 7GJ  
Agent: Mr D I Jones 8 Birchgrove New Tredegar NP24 6AH  
Case Officer: Mr C Powell 01495 235019 \_ powelc2@caerphilly.gov.uk  
Ward: Ystrad Mynach Map  
Ref: 314315 (E) 195267 (N) Expected Decision Level: Delegated  
Community Council: Gelligaer Community Council



Your account statement  
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3890 142/2/010423

**BUSINESS ACCOUNT**  
GELLIGAER COMMUNITY COUNCIL

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>12 May 15</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>2,000.00</b>
15 May 15	Bank Giro Credit	SWALEC 8955603004		686.45	2,686.45
15 May 15	Payment	001984	400.00		2,286.45
15 May 15	Transfer	TO 30909101156440	285.45		2,001.00
18 May 15	Payment	001983 16MAY15	200.00		1,801.00
18 May 15	Cheque	001987	100.00		1,701.00
18 May 15	Transfer	FROM30909101156440		299.00	2,000.00
19 May 15	Cheque	001989	100.00		1,900.00
19 May 15	Cheque	001982	650.00		1,250.00
19 May 15	Transfer	FROM30909101156440		750.00	2,000.00
20 May 15	Cheque	001986	100.00		1,900.00
20 May 15	Transfer	FROM30909101156440		100.00	2,000.00
21 May 15	Payment	001990	900.00		1,100.00
21 May 15	Payment	001991	900.00		200.00
21 May 15	Transfer	FROM30909101156440		1,800.00	2,000.00
26 May 15	Cheque	001980	250.00		1,750.00
26 May 15	Transfer	FROM30909101156440		250.00	2,000.00
<b>26 May 15</b>		<b>BALANCE CARRIED FORWARD</b>			<b>2,000.00</b>

## Messages

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J3155U00JEKMAA0000002573001003389000

**BUSINESS ACCOUNT**  
GELLIGAER COMMUNITY COUNCIL

## Account Summary

Balance On 29 April 2015	£2,000.00
Total Paid In	£15,040.56
Total Paid Out	£15,040.56
<b>Balance On 26 May 2015</b>	<b>£2,000.00</b>

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>29 Apr 15</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>2,000.00</b>
30 Apr 15	Cheque	001957	192.95		1,807.05
30 Apr 15	Transfer	FROM30909101156440		192.95	2,000.00
1 May 15	Direct Debit	SWALEC 8955603004	45.00		1,955.00
1 May 15	Cheque	001968	208.00		1,747.00
1 May 15	Cheque	001961	1,132.70		614.30
1 May 15	Cheque	001958	1,438.46		824.16 OD
1 May 15	Transfer	FROM30909101156440		2,824.16	2,000.00
5 May 15	Direct Debit	BRIT GAS BUSINESS 600126177000000000	5.00		1,995.00
5 May 15	Direct Debit	E.ON 014819676900A	33.00		1,962.00
5 May 15	Transfer	FROM30909101156440		38.00	2,000.00
6 May 15	Payment	001975	900.00		1,100.00
6 May 15	Payment	001974	900.00		200.00
6 May 15	Transfer	FROM30909101156440		1,800.00	2,000.00
8 May 15	Cheque	001973	900.00		1,100.00
8 May 15	Cheque	001972	900.00		200.00
8 May 15	Cheque	001971	900.00		700.00 OD
8 May 15	Payment	001978	900.00		1,600.00 OD
8 May 15	Payment	001977	900.00		2,500.00 OD
8 May 15	Transfer	FROM30909101156440		4,500.00	2,000.00
12 May 15	Cheque	001979	900.00		1,100.00
12 May 15	Cheque	001976	900.00		200.00
12 May 15	Transfer	FROM30909101156440		1,800.00	2,000.00
<b>12 May 15</b>		<b>BALANCE CARRIED FORWARD</b>			<b>2,000.00</b>



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**BUS BANK INSTANT**  
GELLIGAER COMMUNITY COUNCIL - BUS CALL

## Account Summary

Balance On 29 April 2015	£14,393.62
Total Paid In	£44,194.06
Total Paid Out	£14,354.11
<b>Balance On 26 May 2015</b>	<b>£44,233.57</b>

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>29 Apr 15</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>14,393.62</b>
30 Apr 15	Bank Giro Credit	CAERPHILLY CBC LAS00983		43,757.15	58,150.77
30 Apr 15	Transfer	TO 30909101156335	192.95		57,957.82
1 May 15	Transfer	TO 30909101156335	2,824.16		55,133.66
5 May 15	Transfer	TO 30909101156335	38.00		55,095.66
6 May 15	Transfer	TO 30909101156335	1,800.00		53,295.66
8 May 15	Transfer	TO 30909101156335	4,500.00		48,795.66
11 May 15		INTEREST (GROSS)		1.46	48,797.12
12 May 15	Bank Giro Credit	CAERPHILLY CBC LAS00983		150.00	48,947.12
12 May 15	Transfer	TO 30909101156335	1,800.00		47,147.12
15 May 15	Transfer	FROM 30909101156335		285.45	47,432.57
18 May 15	Transfer	TO 30909101156335	299.00		47,133.57
19 May 15	Transfer	TO 30909101156335	750.00		46,383.57
20 May 15	Transfer	TO 30909101156335	100.00		46,283.57
21 May 15	Transfer	TO 30909101156335	1,800.00		44,483.57
26 May 15	Transfer	TO 30909101156335	250.00		44,233.57
<b>26 May 15</b>		<b>BALANCE CARRIED FORWARD</b>			<b>44,233.57</b>

## Messages

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**BUS BANK 30 DAY**  
GELLIGAER COMMUNITY COUNCIL

## Account Summary

Balance On 29 January 2015	£4,889.00
Total Paid In	£0.61
Total Paid Out	£0.00
<b>Balance On 9 April 2015</b>	<b>£4,889.61</b>

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>29 Jan 15</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>4,889.00</b>
9 Feb 15		INTEREST (GROSS)		0.21	4,889.21
9 Mar 15		INTEREST (GROSS)		0.19	4,889.40
9 Apr 15		INTEREST (GROSS)		0.21	4,889.61
<b>9 Apr 15</b>		<b>BALANCE CARRIED FORWARD</b>			<b>4,889.61</b>

## Messages

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**BUSINESS ACCOUNT**  
 GELLIGAER COMM COUNCIL- ROMAN FORT INT

### Account Summary

Balance On 10 November 2014	£0.00
Total Paid In	£40,200.00
Total Paid Out	£0.00
<b>Balance On 27 May 2015</b>	<b>£40,200.00</b>

### Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
10 Nov 14		<b>BALANCE BROUGHT FORWARD</b>			<b>0.00</b>
27 May 15	Transfer	F/FLOW HENDAI SOLA SORT CODE: 30-90-9 1 A		40,200.00	40,200.00
27 May 15		<b>BALANCE CARRIED FORWARD</b>			<b>40,200.00</b>

### Messages

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## Local Councils in Wales Annual Return for the Year Ended 31 March 2015

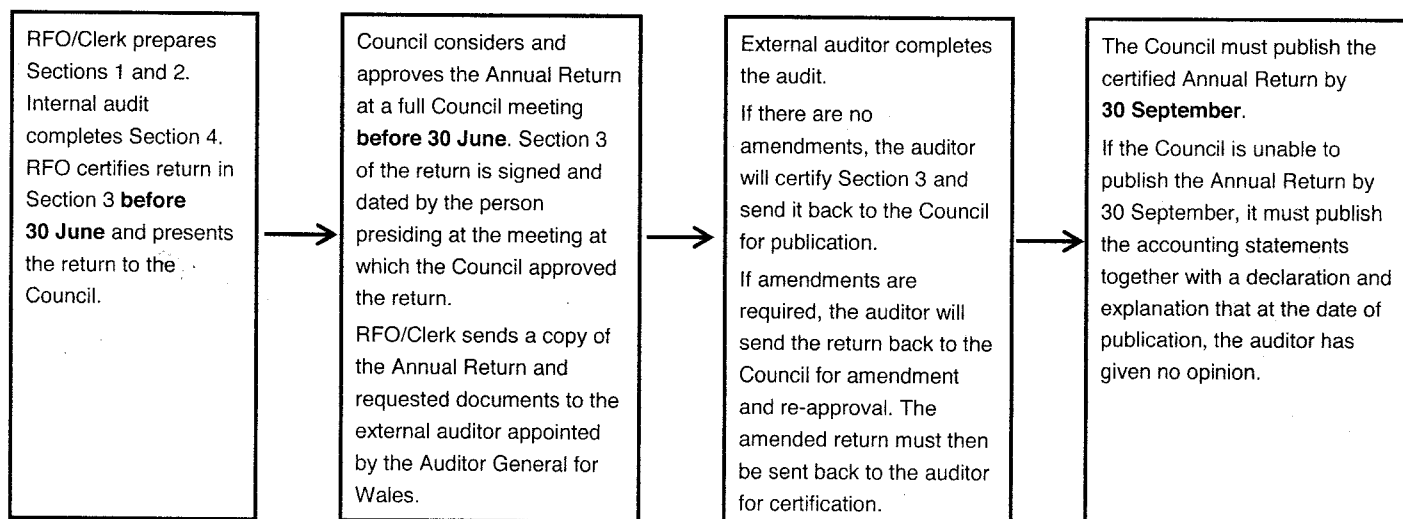
Local councils in Wales (town councils and community councils) and their joint committees must make up accounts each year. To achieve this, they may use this Annual Return summarising their annual activities at the completion of the financial year.

**Please complete all sections highlighted in pink.** Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Further guidance is included in Section 5 and in the One Voice Wales/SLCC Guidance publication *Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)* (the Practitioners' Guide). Section 2 includes references to where the guide has further information.

In December 2014, the Welsh Government made new Accounts and Audit (Wales) Regulations. These 2014 regulations make changes to the audit process. The Council must now formally approve the return and certify Section 3 before the return is sent to the auditor. The Council must approve the Annual Return by 30 June. Unless the Annual Return needs to be amended, the auditor will certify the return and send it back to the Council for publication with no further Council approval required.

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



Your appointed external auditor will advise you what additional information you need to send in order for them to undertake the audit.

Please send the original Annual Return (ie, not a photocopy), together with any additional information requested, to your appointed external auditor by the date specified by the auditor. Unless requested, please **do not** send any original financial records to the external auditor.

Audited and certified returns are sent back to the Council for publication or display of Sections 1, 2 and 3.

# Section 1 – Accounting statements for: *GELLIGAER COMMUNITY COUNCIL*

	Year ending		Notes and guidance for compilers				
	31 March 2014 (£)	31 March 2015 (£)					
			<b>Please round all figures to nearest £.</b> <b>Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the Council's underlying financial records for the relevant year.</b>				
1. Balances brought forward	8,746	23,966	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. (+) Annual precept	80,862	84,388	Total amount of precept income received in the year.				
3. (+) Total other receipts	3,588	7,745	Total income or receipts recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	20,269	22,057	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.				
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the Council's borrowing (if any).				
6. (-) Total other payments	48,961	61,564	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	23,966	32,478	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
8. (+) Debtors and stock balances	3,176	2,742	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to and stock balances held at the year-end.				
9. (+) Total cash and investments	25,759	32,355	<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	4,969	2,619	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the Council (except borrowing) at the year-end.				
11. (=) Balances carried forward	23,966	32,478	<b>Total balances should equal Line 7 above:</b> Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	110,246	114,598	The recorded current book value at 31 March of all fixed assets owned by the Council and any other long-term assets – eg, loans to third parties, other investments to be held for the long term ie, more than 12 months.				
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Council 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).

## Section 2 – Annual Governance Statement

We acknowledge as the members of the Council 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 Council's accounting statements for the year ended 31 March 2015, that:

	Agreed?		'YES' means that the Council:	PG Chap.
	Yes	No*		
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	YES		Prepared its accounting statements in the way prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	YES		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
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 to conduct its business or on its finances.	YES		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
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.	YES		Has given all persons interested the opportunity to inspect and ask questions about the Council's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		Considered the financial and other risks it faces in the operation of the Council and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the internal auditor.	YES		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 Council.	6, 8
7. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	YES		Has responded to matters brought to its attention by internal and external audit.	6, 8, 23
8. 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 and, where appropriate, have included them on the accounting statements.	YES		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
9. Trust funds – in our capacity as trustee we have:	Yes	No	N/A	3, 6
<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>			Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	

N/A

\* 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.

### Section 3 – Certification and approval

#### Council approval and certification following the audit

The Council is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of an Annual Return which:

- summarises the Council's accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to the external auditor's responsibilities.

#### Certification by the RFO

##### Certificate under Regulation 8 Accounts and Audit (Wales) Regulations 2014 (Regulation 15(1))

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2015.

RFO signature:



Name:

CERI MORTIMER

Date:

08/06/2015

#### Approval by the Council

##### Approval of accounting statements under Regulation 15(2) Accounts and Audit (Wales) Regulations 2014 and the Annual Governance Statement

I confirm that these accounting statements and Annual Governance Statement were approved by the Council under council minute reference:

Chair signature:

Name:

Date:

#### External Audit Certificate

The external auditor conducts the audit in accordance with guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met. We certify that we have completed the audit of the Annual Return for the year ended 31 March 2015 of:

Council

#### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the Council/meeting are included in our report to the Council dated \_\_\_\_\_.]

(\* Delete as appropriate)

External auditor's signature:

External auditor's name:

Date:

#### Section 4 – Annual internal audit report to: GULLICK COMMUNITY COUNCIL

The Council'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 2015.

The internal audit has been carried out in accordance with the Council'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.

	Agreed?			
	Yes	No*	N/A	Not covered**
1. Appropriate books of account have been properly kept throughout the year.	✓			
2. The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓			
3. The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓			
4. The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓			
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓			
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓			
7. Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓			
8. Asset and investment registers were complete and accurate, and properly maintained.	✓			
9. Periodic and year-end bank account reconciliations were properly carried out.	✓			
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.	✓			
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓	

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:	Agreed?			
	Yes	No*	N/A	Not covered**
13.				
14.				

\* 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.

Name of person who carried out the internal audit:

Michael Fisher

Signature of person who carried out the internal audit:

Michael Fisher

Date:

25/5/2015

## Section 5 – Guidance notes on completing the 2015 Annual Return

1. Please note the changes to the accounts approval and audit process for this year. These are described on the front cover of this Annual Return.
2. For guidance please read the Practitioners' Guide (*Governance and accountability for local councils: A Practitioners' Guide 2011 (Wales)*) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
3. **The Wales Audit Office Good Practice Exchange ([www.wao.gov.uk/good-practice/finance/community-council-money](http://www.wao.gov.uk/good-practice/finance/community-council-money)) provides further information on the accounts and audit process along with guidance on governance matters.**
4. Please make sure that all sections are completed (ie, no empty pink boxes) by the appropriate person and the certificates in Section 3 are properly signed and dated. Avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are properly initialled and an explanation for them is provided to the 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.
5. Use the checklist provided below. Use a second pair of eyes, perhaps your internal auditor or the Chair, to review your Annual Return for completeness before sending a copy to the auditor.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the copy 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 investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to Line 9 in Section 1. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Please **explain fully** any significant variances in the accounting statements. The auditor wants to know that **you** understand the reasons for the change. Please include a relevant and quantified analysis as shown in the Practitioners' Guide examples and not just a copy of your detailed accounts.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. Please ensure that you enclose all the information that the auditor has asked for. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances this may incur additional costs for which the auditor is entitled to charge additional fees.
9. Please make sure that Section 1 adds up! Also please ensure that the balance carried forward from the previous year (Line 7 of 2014) equals the balance brought forward in the current year (Line 1 of 2015).
10. **Do not complete the External Audit Certificate in Section 3.** The external auditor completes this after the external audit work has been completed.
11. **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 to the Council.

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	YES	
	Does the bank reconciliation as at 31 March 2015 agree to Line 9?	YES	
Approval	Has the RFO certified Section 3 (Regulation 15 (1)) no later than 30 June 2015?	YES	
	Has the Council approved the accounting statements before 30 June 2015 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	YES	
All sections	Have all pink boxes in Sections 1 and 2 been completed and explanations provided where needed?	YES	
	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.	YES	
If accounts are amended after receipt of external auditor's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Council's approval of the amendments before re-submission to the auditor?		



Gelligaer Community Council  
Year End March 31 2015

Explanation of Variances

Section 1      2012/13      2013/14      2014/15      Variance      Explanation

Box 3 (income)      11,708      3,588      7,746      4,158      Received additional income for grant funding from Welsh Church Fund and CCBC ✓

Box 6 (expend)      64,438      48,961      61,564      12,603      Spent less on projects in 2013/14, now back in line with 2012/13 project spend ✓

Box 7 & 11 (bal)      8,746      23,966      32,480      8,514      £4K additional precept plus as Box 3 above additional income of £4K ✓

*AS* 13/15

# Gelligaer Community Council

## Bank reconciliation

### Financial year ending 31 March 2015

Prepared by Ceri Mortimer, Clerk to the Council and Responsible Financial Officer

#### Balance Per Bank Statements

31-Mar-15

Current

Bus Call

30 Day Notice

2,000.00 ✓  
25,653.89 ✓  
4,889.40 ✓

32,543.29 ✓

#### Less Unpresented Cheques

1773 Friday Nite Project ( Cllr D Cushings rem 100.00  
1884 C Mortimer Telephone expenses July 20 88.10

188.10 ✓

32,355.19 ✓

Opening Balance 01 April 2014  
Add receipts in the year  
Less Payments in the year

25755.9  
£92,568.76 ✓  
£85,969.47 ✓

32,355.19

£32,355.19

✓  
25/5/15

Council name: GELLIGAER COMMUNITY COUNCIL

## Notice of appointment of date for the exercise of electors' rights

### Accounts for the year ended 31<sup>st</sup> March 2015

Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2005 (as amended)

<p>1. Date of announcement: <b>17 June 2015</b> (a)</p> <p>2. Each year the Council's Annual Return is audited by an auditor appointed by the Auditor General for Wales. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to the accounting statements. For the year ended 31 March 2015, these documents will be available on reasonable notice on application to:</p> <p>(b) <u>CERI MORTIMER</u>  <u>CLERK TO THE COUNCIL</u>  <u>COUNCIL OFFICE, LLWYN ONN,</u>  <u>DENPEDAIRHEOL, HENBOED. CF82 8BB</u></p> <p>commencing on (c) <b>1 July 2015</b></p> <p>and ending on (d) <b>28 July 2015</b></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>the opportunity to question the auditor about the accounts; and</li> <li>the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council.</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on <b>31 July 2015</b> (e) and after that date will be available at the address given in paragraph 4 below until the audit has been completed.</p> <p>4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2005 (as amended) and the Auditor General's Code of Audit and Inspection Practice. Your audit is being carried out by:</p> <p>Mazars LLP, The Rivergreen Centre, Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (f) <u>CERI MORTIMER</u>  <u>CLERK TO THE COUNCIL</u></p>	<p>(a) Insert date of placing of the notice which must be not less than <u>14</u> days before the date in (c) below</p> <p>(b) Insert name, position and address of the Clerk or other person to whom any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least <u>14 days</u> after the date of announcement in (a) above and at least <u>21 working days</u> before the date appointed for audit in (e) below</p> <p>(d) The inspection period between (c) and (d) must be <u>20 working days</u> and (d) must be at least <u>one working day</u> before the date appointed for audit in (e) below.</p> <p>(e) This must be at least <u>one working day</u> after the end of the inspection period (d).</p> <p>(f) Insert name and position of person placing the notice</p>
---	--

# Councils' Accounts: A Summary of Your Rights

## The basic position

By law any interested person has the right to inspect a council's accounts. If you are entitled and registered to vote in community council elections then you (or your representative) also have the right to ask the appointed auditor questions about the council's accounts or challenge an item of account contained within them.

## The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given reasonable notice of your intentions, you then have 20 working days to look through the accounts and supporting documents. You will be able to make copies of the accounts and most of the relevant documents from your council. You will probably have to pay a copying charge.

## The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your question must be about the accounts that they are auditing. The auditor does not have to say whether they think something the council has done, or an item in its accounts, is lawful or reasonable.

## The right to object to the accounts

If you think that the council has spent money that they shouldn't have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can object to the external auditor by sending a formal 'notice of objection', **which must be in writing** to the address below, copied to the Council. You must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the council or tell the public about in a 'public interest report'. Again, **you must follow the approach outlined above**. In this case, the auditor must decide whether to take any action. The auditor will normally, but does not have to, give reasons for their decision and you cannot appeal to the courts.

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take these complaints to your council in the first instance. Most councils have their own complaints system and complaints can be sorted out, either in writing or over the phone. Occasionally there are complaints that someone else needs to deal with. For example, if you are not satisfied with the way your complaint is handled or if you have a concern about the behaviour of a council member, you should contact the Public Services Ombudsman for Wales.

## What else you can do

Instead of objecting, you can give the auditor information that is relevant to their responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the council runs its services. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of their investigation, but they will usually tell you the general outcome.

## A final word

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. When the auditor decides whether to take your objection further, one of a series of factors they must take into account includes the costs that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

## Who should you contact?

More detailed information on your rights is contained in the FREE Wales Audit Office publication <b><i>Your rights in Wales: Council Accounts</i></b> . This is available from the Wales Audit Office (Tel: 029 2026 0260); or can be downloaded from their website at <a href="http://www.wao.gov.uk">www.wao.gov.uk</a> . It is available in English and Welsh language versions.	If you wish to contact your Council's appointed external auditor please write to: Suresh Patel Mazars LLP The Rivergreen Centre, Aykley Heads Durham, DH1 5TS
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Council name: GELLIGAER COMMUNITY COUNCIL

### Confirmation regarding the exercise of electors' rights

Please advise the auditor if it is necessary to change the appointed date. (See section 4 of the covering letter.)

The appointed date specified by the auditor, 31 July 2015, has been amended to \_\_/\_\_/2015

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position held: \_\_\_\_\_

### Confirmation of contact details

Please can you confirm the contact details for the Clerk, RFO (if not the clerk) and Chairman, to assist us in ensuring that our records are up to date:

Clerk's name: <b>CERI MORTIMER</b>	RFO's name (if not clerk)	Chair's name <b>CLLR TERESA PARRY</b>
Address: <b>COUNCIL OFFICE LLWYN ONN PENPEDAIRHEOL HENGGOED CF82 8BB</b>	Address: ..... ..... ..... ..... ..... ..... .....	Address: <b>1 KINGSWOOD CLOSE HENGGOED CF82 7LH</b>
Telephone: Home: <b>07933 725094</b> Work: <b>01443 822863</b>	Telephone: Home: ..... Work: .....	Telephone: Home: <b>01443 814826</b> Work: <b>01443 814826</b>
e-mail: <b>MORTIC1@CAERPHILLY.GOV.UK</b>	e-mail:	e-mail: <b>t-parry@hotmail.co.uk</b>

**Please return this form in the envelope provided, together with the Annual Return and other information requested.**

## What do you need to do to advertise the audit?

The Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2005 (as amended) and the Code of Audit and Inspection Practice require that:

1. The Annual Return and other documents such as accounts, books, deeds, contracts, bills, vouchers and receipts relating to them are to be made available for inspection by any person interested at a convenient place fixed by the council, on reasonable notice.
2. At least 14 days (two calendar weeks) prior to the first day on which the Annual Return and other documents are to be made available to persons interested, the council should display a notice containing the information set out below in paragraph 4.
3. The notice must be displayed in a conspicuous place or places in the area of the council until the date appointed for the exercise of electors' rights.
4. The notice must state:-
  - (1) The arrangements for making the Annual Return and other documents listed in paragraph 1 above available for public inspection.
  - (2) That persons interested have a right to inspect those accounts and documents and make copies.
  - (3) The name and address of the auditor.
  - (4) That, on the date and at the place appointed by the auditor for the exercise of electors' rights (and subsequently until such time as the auditor certifies the completion of the audit):
    - (a) the auditor will give any local government elector for the area to which the accounts relate, or his representative, an opportunity to question him about the accounts.
    - (b) any such elector or his representative may attend before the auditor and make objections:
      - (i) as to any matter in respect of which the auditor could apply for a declaration under section 32 (namely, that an item of accounts is unlawful), or;
      - (ii) as to any other matter in respect of which the auditor has the power to make a report in the public interest under section 22 of the Act.
  - (5) That no such objection may be made unless the auditor has previously received written notice of the objection and the grounds on which it is to be made; and that a copy of such notice is to be sent to the body whose accounts are the subject of the audit.

## HOW DO YOU DO IT?

1. Complete the "*Notice of appointment of date for the exercise of electors' rights*" (a pro forma notice, which you can use for this purpose, is included as Attachment 3.2
2. Display the completed notice and the notes which accompany it (Councils' Accounts: A Summary of Your Rights) (Attachment 3.3) in a conspicuous place

## APPLICATION FOR FINANCIAL ASSISTANCE

- If you experience difficulty in completing this form, please do not hesitate to request guidance from either your local Community Councillor or the Clerk to the Council.
- COMPLETED FORMS should be returned to The Clerk to the Council, Gelligaer Community Council, Llwyn Onn, Penpedairheol, Hengoed, CF82 8BB  
– Tel: 01443 821322
- Please note failure to complete any section of the form will result in a grant not being issued.
- The Council reserves the right to refuse an application for Financial Assistance.

- 1 Name/Organisation TREDOMEN ALLOTMENTS ASSOCIATION  
Address C/O 28 MAES-Y-CCED TERRACE, TREDOMEN, YSTRAD MYNACH  
HENGOED, CF82 7BU Telephone No 01443 855740
- 2 Name of Contact Person BILL JEFF Position SEC/TREASURER  
Address (if different from above) \_\_\_\_\_  
Telephone No \_\_\_\_\_
- 3 Please state Objectives of Organisation TO PROMOTE THE CULTIVATION, GROWING  
MANAGEMENT & ENJOYMENT OF ALLOTMENT GARDENING FOR GROWING  
OF FRUIT, VEGETABLES & FLOWERS
- 4 If a National Organisation, please state involvement within the Community of Gelligaer, if any. [For your information, the Community of Gelligaer covers Ystrad Mynach, Hengoed, Cefn Hengoed, Tir-y-berth, Glan-y-nant, Penpedairheol/Cascade, Penybryn & Gelligaer]
- 5 a How many Members do you have under 16 years of age? \_\_\_\_\_ Members  
Please state the percentage that reside within the Community of Gelligaer. \_\_\_\_\_%
- b How many Members do you have over 16 years of age? 22 Members  
Please state the percentage that reside within the Community of Gelligaer. 92%
- 6 Does your Organisation have it's own Premises? \*Yes/~~No~~ [\*Please delete as applicable]  
If Yes a is it \*owned/rented? b If rented, for what period \_\_\_\_\_  
c is it \*Freehold/Leasehold? d if Leasehold, for what period 25 YRS (NOW IN TR 5)

FOR OFFICE USE ONLY	Application Received & Acknowledged: <u>  /  /  </u>		Amount Granted: £ <u>          </u> /Refused	
	Minute No:	Date Grant Forwarded: <u>  /  /  </u>	Cheque No:	Ref No:

- 7 What is your Membership Subscription £ 5.00
- 8 a Please explain, in detail, the purpose for which Financial Assistance is sought  
TO ASSIST WITH ADMINISTRATION EXPENSES
- b What fund raising activities do you perform on your own behalf  
APPLY FOR GRANT FUNDING
- c Have you received Financial Assistance from any other sources this year?  
~~\*YES~~/No  
If Yes, please give details \_\_\_\_\_
- d Have you applied for Financial Assistance from any other source this year and have been refused or not received a reply to date? ~~\*YES~~/NO  
If Yes, please give details \_\_\_\_\_
- e How much Finance has been raised for this purpose to date? £ \_\_\_\_\_
- f If you have any additional information to support your application, please state  
here \_\_\_\_\_
- 9 Please complete the Income and Expenditure figures for your Organisation for the last Financial Year. Alternatively, you may provide a copy of your own Statement of Accounts for the last Financial Year. However, there MUST be TWO SIGNATORIES on this form.

Income & Expenditure Account for the Financial Year ended 31 March, 20			
Income	£	Expenditure	£
Surplus b/f from previous year	1066.61	Deficit b/f from previous year	—
Total Membership Subscriptions	443.00	Rent	—
~ Other Income	1808.00	Rates	—
		Heating/Lighting	—
		Other Expenditure	2183.63
Investment Income			
Deficit c/f to Next Year		Surplus c/f to Next Year	1433.98
	13317.61	[These figures should be the same]	13317.61

~ Please list individually and include all Donations/Grants.

WE CERTIFY THAT THE DETAILS GIVEN ABOVE, OR ATTACHED, ARE CORRECT.

Signed: <u>W. S. P. O.</u>	Signed: <u>[Signature]</u>	Date <u>13/5/15</u>
Position: <u>SEC/TREASURER</u>	Position: <u>CHAIRMAN</u>	





**D R A F T** for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11)

**Gelligaer Community Council**  
**FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Council at its Meeting held on [.....]

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Any wilful breach of these Regulations by an employee will be considered to be an act of gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations may bring the office of Councillor into disrepute and may constitute a breach of the Code of Conduct.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;

**Comment [MC(1)]:** Council are required to review internal controls

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations pertaining to Wales.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [~~Finance Committee~~].

**Comment [MC(2)]:** Non signatory Member to be appointed to verify bank reconciliations

**Comment [MC(3)]:** To be signed by the Chair and non-signatory appointed member each month.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Public Audit (Wales) Act 2004.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

**Comment [MC(4):** Letter of appointment to be sent to internal auditor

**Comment [MC(5):** Internal auditor to write a report to council of his findings

### 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. ~~[Each committee (if any)]~~ The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of ~~[November]~~ January year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than ~~[month]~~ the end of January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the ~~[relevant committee and the]~~ council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over ~~£5,000~~;
  - ~~• a duly delegated committee of the council for items over £500; or~~
  - the Clerk, in conjunction with Chairman of Council ~~or Chairman of the appropriate committee~~, for any items below £500

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

**Comment [MC(6):** Individual amounts of £500

**Comment [MC(7):** Which cannot wait until the next meeting for authorization

**Comment [MC(8):** A schedule of any payments falling into this category will be presented at the next full council meeting

**Comment [MC(9):** i.e. cannot be broken down

**Comment [MC(10):** Transferring from one account heading to another

- 4.4. The salary budgets are to be reviewed at least annually in ~~[October]~~ January for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council ~~or relevant committee~~. The Clerk/RFO will inform ~~committees~~ the Council of any changes impacting on their budget requirement for the coming year as soon as is reasonably practicable.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The Clerk/RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

**Comment [MC(11):** Members to agree sum

**Comment [MC(12):** Members to agree sum

## 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly annually reviewed for safety and efficiency. ~~[The council shall seek credit references in respect of members or employees who act as signatories].~~
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council ~~[or finance committee]~~. The council ~~/committee~~ shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council ~~[or finance committee]~~. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council ~~for Finance Committee~~ Meeting.
- 5.5. The Clerk/ and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~for finance committee~~;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~for finance committee~~; or
  - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~for finance committee~~.
- 5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ~~for a duly authorised committee~~) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council ~~for Finance Committee~~.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants ~~a duly authorised committee~~ the Council shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

**Comment [MC(13):** Members to agree sum

**Comment [MC(14):** Clerk/RFO will include salaries, tax, NI, pension and direct debits



- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time. This will be achieved by the Council undertaking an annual review of responsibilities and recording an approved schedule of duties which will provide the basis of the annual review.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- ~~6.3.~~ All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council ~~for duly delegated Committee~~.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by ~~one~~ two member[s] of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question. In most cases, the Councillor should not act as a signatory to such transactions.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council ~~for Finance Committee~~ at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are

Comment [MC(15)]: As currently doing

reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.

- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A record of these instructions must be retained and any payments reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. 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.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter and appropriate action will be taken including the use of the Council's disciplinary procedure in the case of employees.

**Comment [MC(16):** Salaries, financial assistance and project grants to be paid via BACS if clubs/recipients are in agreement. This process to be reviewed every 2 years. Two signatories and clerk would be required on invoice to authorize BACS payments.

**Comment [MC(17):** Clerk's password changes monthly, therefore it is recommended that a sealed envelope be kept in the safe. Serving Chairman to have code to safe.

**Comment [MC(18):** Stored on CCBC's server

**Comment [MC(19):** Members to agree to internet banking. Clerk to obtain bank mandate.

- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by ~~two of~~ the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. ~~Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.~~
- 6.19. ~~A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [finance committee]. Transactions and purchases made will be reported to the council [relevant committee] and authority for topping-up shall be at the discretion of the council [relevant committee].~~
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances. The Clerk/RFO will provide quarterly reports to the Council or ~~Finance Committee~~ providing confirmation of the appropriate use of the credit card or trade card account.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

- 6.22. ~~[The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.~~
- a) ~~The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.~~
- b) ~~Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- c) ~~Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]~~

**Comment [MC(20):** The clerk currently uses her credit card and is reimbursed by the Council and/or Chair. Members to Resolve a corporate credit card for clerk, and to agree maximum spend in one transaction.

**Comment [MC(21):** The Clerk would prefer not to have petty cash. All transactions i.e. for postage, stationery etc can be paid via a corporate credit card.

## 7. PAYMENT OF SALARIES/EMPLOYEE MATTERS

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting as set out in Para. 7.1.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council [relevant committee].
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made to the Council or designated Committee to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

**Comment [MC(22)]:** Payslips are kept separately in the Audit File

**Comment [MC(23)]:** Members are requested to consider an annual appraisal for the Clerk. CCBC's template can be tweaked and used

## 8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. ~~The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO. The Clerk will send copies of bank statements along with the monthly agenda and the Balance of Accounts.~~

- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## 9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with the minimum of delay.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. ~~Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.~~
- 9.10. ~~Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the~~

Comment [MC(24)]: Not applicable

~~charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below) ]:~~

Comment [MC(25)]: Not applicable

## 10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made other than permitted in items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
    - v. for additional audit work requested of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council. This regulation should be used only in exceptional circumstances.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two member of council who shall be appointed for this role by the Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Order[], <sup>2</sup> [insert reference of the council's s relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- j. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

**Comment [M26]:** Members to agree sum of £60,000 as per Standing Order No.29

**Comment [M27]:** CCBC

**Comment [M28]:** Standing Order No.29 to be inserted

**Comment [M29]:** £60,000 to be inserted

## 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

## 13. STORES AND EQUIPMENT

- 13.1. ~~The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.~~
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. ~~The RFO shall be responsible for periodic checks of stocks and stores at least annually.~~

## 14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which they are held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

Comment [M30]: Members to agree sum



- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 15. INSURANCE

- ~~15.1.~~ Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers ~~[in consultation with the Clerk].~~
- ~~15.2.~~ ~~[The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]~~
- 15.3. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~[annually]~~ by the council, or duly delegated committee.

**Comment [M31]:** To determine frequency – annually is exercised currently

## ~~16. [CHARITIES]~~

- ~~16.1.~~ ~~Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.]~~

**Comment [MC(32)]:** Not applicable

## **17. RISK MANAGEMENT**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk ~~[with the RFO]~~ shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

\* \* \*

**Notes to the Model.**

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the Unitary Council for such works.

Every effort has been made to ensure that the contents of this document are correct at time of publication. One Voice Wales cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

*The Rest*  
PORTHCAWL

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**ANNUAL GENERAL MEETING OF SUBSCRIBERS**

**THURSDAY 23<sup>RD</sup> JULY 2015**

Notice is hereby given that the Annual General Meeting of the Subscribers to The Rest will be held at the Grove Golf Club, Porthcawl, CF36 4RP ON Thursday 23<sup>rd</sup> July at 6.30pm.

**AGENDA**

1. Reading of notice convening the meeting
2. Apologies
3. Chairman's opening remarks and welcome.
4. To confirm the minutes of the Annual General Meeting held 24<sup>th</sup> July 2014
5. Matters arising therefrom
6. To receive the report of the management committee for the year ended 31<sup>st</sup> December 2014
7. To receive the Trustees annual report for the year ended 31<sup>st</sup> December 2014
8. To receive the Auditors report, Balance sheet and accounts for the year ended 31<sup>st</sup> December 2014. (final report will be issued at the meeting)
9. To give notice of the final arrangements for the dissolution of the Rest.

Yours Sincerely

Mr. C. Williamson

THE REST, PORTHCAWL  
General Manager: Mr C. Williamson  
Registered Charity No. 220744 VAT No. 380 7157 46

THE REST IS A REGISTERED CHARITY AND RECEIVES NO DIRECT GOVERNMENT FUNDING  
ITS FUTURE DEPENDS ON THE HELP OF ITS FRIENDS AND SUPPORTERS

**Minutes of the Annual General Meeting of Subscribers to The Rest,**  
**Porthcawl. Thursday 24<sup>th</sup> July 2014**

**Present**

**13 Subscribers**

**Mr. P. Hunkin – Auditor**

**Mr. C. Williamson – Former General Manager**

**1. Reading of the notice convening the meeting**

The former General Manager read the notice convening the meeting

**2. Apologies**

Mr. M. Casey

Miss. M. Watkins

**3. Chairman's opening remarks and welcome**

To begin with the chairman welcomed everyone to today's meeting and thanked them for coming. The chairman pointed out that despite notices being sent out to all subscribers, the numbers attending this meeting mean that officially we do not have a quorum. However due to the nature of the business in hand and that decisions have to be made today in order to move the distribution of the remaining monies forward, it was put to the attending subscribers whether they wished to continue on the basis that they would make the decisions on behalf of the full membership. There was a general agreement that we cannot delay and must proceed.

Before we begin the business on the agenda, Rob explained that he had the sad news that our vice president and past chairman; Russell Davies, had recently passed away. He had suffered a recent stroke and subsequently died. Rob paid tribute to Russell; he had been a good friend to the Rest over many years and it was very sad news indeed.

Rob Gough then explained that as the auditor was running behind schedule, we would continue with the agenda until he arrives. He went on to explain that previously he had been unable to divulge sensitive information at previous meetings and although uncomfortable, it was necessary at the time to be cautious until the sale had been completed. As we are now at the tail end of the winding down process he explained he would be able to answer any questions from the floor and not keep anything confidential.

**4. To confirm the minutes of the special general meeting of subscribers held on 5<sup>th</sup> June 2013**

They were confirmed as being a true record.

**5. Matters arising there from**

Mrs Thomas, Inner Wheel, queried whether on page 3 as quoted the subscribers could potentially be held liable. The chairman explained that in certain circumstances that is exactly what could have happened, so in effect the subscribers could have been liable.

**6. To confirm the minutes of the Special general meeting of subscribers held on 7<sup>th</sup> September 2013**

They were confirmed as being a true record.

**7. Matters arising there from**

There were none.

At this point and prior to Philip presenting the accounts, the chairman wanted to summarise the current position and to then open up to the floor for any questions.

He explained that we had received two viable bids to purchase the Rest and both were similar in their offer; Bryn Meadows at £1.2million and Elite at £1.3million. Savills were instructed to complete the sale by 8<sup>th</sup> November, but Elite were not happy to be dictated to and wanted to set the time line. As a result, as we were in urgent need to conclude a deal, Elite decided not to continue.

Consequently the sale eventually was concluded with Bryn Meadows. However, prior to the completion, the lottery commission were insistent on receiving their portion of claw back from the grant which they gave in 2002 for the construction of the annex. They put a claim to the land registry, but after careful negotiation with our solicitor, it was agreed they would indeed receive their money; £165k after the completion of the sale.

In the meantime the clock was ticking and the staff had been made redundant, but had not yet been paid. Bryn Meadows agreed to make a deposit payment of £120k which enabled the staff to receive their redundancy. At this time, because of the delay, it was agreed the staff would be paid an extra one month equivalent salary to appease them.

The sale was finally completed on 22<sup>nd</sup> November 2013 and since then there has been the usual mopping up to conclude as well as the process to distribute the remaining monies after all liabilities had been satisfied. The grant proposal scheme will be addressed later in the agenda. At this point the chairman asked if there were any questions.

Peter firstly asked whether the lottery claw back referred to the annex. Andrew wanted to clarify the position with regard to the land registry as it appears we are still recorded as the owners. Rob explained that these things do take a while to be changed, however it is in hand and the sale has been concluded appropriately. On a similar point the charity commission will need to be notified and their records need to be up-dated.

Jenifer wondered how the continuing work could be conducted with no building to work from. Rob explained that he uses his council e-mail address and liaises regularly with Chris to ensure matters are dealt with. Meetings have been conducted either at his council offices or at the office of Grant Thornton.

A query was raised about the data in storage. It was explained that it has to be kept a minimum of seven years prior to shredding. It had been agreed by the management committee to keep the data in storage for this time and payment has been made for this service.

Philip explained there would still be a requirement for an audit for 2014. For example there was the pressing issue of the VAT re-payment which needs to be resolved. It was also suggested we should keep back until the very end a reserve fund to pay any outstanding bills, for example WCVA the audit in 2014 etc. Should there be monies left from this reserve it can be donated to an agreed recipient.

**8, 9 &10. To receive the report of the management committee, the trustee's annual report & the auditors' report for the year ended 31<sup>st</sup> December 2013**

Philip firstly distributed copies of the final report to everyone. He explained that essentially the report was in a similar format; however the figures are different this time.

He explained that the trustees report was much the same as previously. There is a picture of how the Rest traded in the year followed by the process of the wind down and consequent sale. At the end of this report; on page 5 there is a summary of the present position.

Philip went on to explain that the audit report on page 7 was as before. However in previous years as an auditor he had the worry as to whether the Rest could be considered a going concern. Unfortunately this year those concerns are no longer there as the financial worries have now all but gone.

Philip explained that on page 8; the Statement of financial activities (SOFA) summarises the position. It is clear we were trading at a loss, but the figures are camouflaged by the sale figures which are included here. The bottom line still shows a deficit of £103k. Note 11 records the governance costs and further details the professional fees at note 14, this itemises the winding up fees in the correct format.

Page 9; the balance sheet indicates there is £459k available for distribution after all liabilities have been settled. However before allocating this money, Philip expressed his thoughts that we should keep money back for the known contingencies and some others which we haven't. For example; the VAT issue. VAT was incurred on the settlement of the professional fees, this was claimed back and received, however on the annual adjustment it has been calculated that we still owe in the region of £37k. There is also a small element to pay for unpaid PAYE and this must be included.

Philip pointed out that although the accounts were approved on 10<sup>th</sup> June, because of the VAT issue which needed clarification, they were not signed off until 23<sup>rd</sup> June. Philip said there would be a final audit for 2014 to finalise the position.

There were some comments from the floor regarding the reserve and it was agreed we should err on the side of caution and keep enough until the very end.

Rob summarised by saying that we could have been in a far worse position if it had not been for the professional advice taken by the trustees. Although Grant Thornton's bill for their work was high they steered us through a very difficult time in the history of The Rest and have come to a satisfactory conclusion.

Rob wished to thank Philip for his work on our behalf, pointing out it has taken far longer than normal due to the circumstances. He also thanked the board members for their support and hard work. He explained he had had sleepless nights worrying about everything, these have been difficult times. He also wished to thank the subscribers for their commitment, they have been very supportive in difficult times.

Peter expressed relief that after everything has been concluded there was so much money available for further distribution.

**11. Sanction the proposal as recommended by the management committee to distribute the remaining proceeds from the sale of The Rest by application to a grant scheme.**

Rob explained that very early on he had been approached by two groups keen to acquire our proceeds; namely the Glamorgan holiday hotel and Healing The Wounds. The board of management arranged to listen to their presentations, but there was concern that we should not be too narrow in how we distribute the money.

Consequently we sought advice from WCVA in order to facilitate the distribution to as wide as possible. Meetings were held with WCVA and they agreed to administer and the disposal of the money. They would effectively organise the scheme and independently manage the scheme on our behalf. There would be invitations to apply for grants up to a maximum of £100k. Applications would be screened and out of the expected 200 plus applications WCVA will make a short list of recommendations for the management



committee to make final decisions on. Ultimately it will fall on the board to determine who receives the money.

Howard John was in approval of this scheme and having worked closely with WCVA previously, he thoroughly recommends them to administer this scheme on our behalf.

Rob did not want board members to be compromised by interested parties and as such anyone can make an application via WCVA, making everything independent.

Although anyone can apply, our constitution states that on dissolution any remaining proceeds should be distributed to charities with similar aims and objectives. Our objectives were altered recently making them less restrictive, but essentially we will be looking to distribute to organisations with similar ethos to The Rest, with an emphasis on people.

It is anticipated the process will take three months to administer and it would be hoped everything will be finalised by Christmas.

Before a vote on the scheme took place Rob explained that the Rest had been bequeathed a large sum of money from an ex board member; Mary Ephgrave, but as we have sold and wound down we could not accept the bequest.

Rob also wished to thank again the subscribers for their support over the last eighteen months which have been very difficult.

Rob then enquired whether we have anyone to propose the recommendation to instruct WCVA to administer and arrange to distribute the remaining monies from the sale of the Rest.

Howard moved the motion and Andrew seconded. There was a unanimous vote in favour; WCVA will therefore be instructed to proceed with the scheme.

At this point a decision had to be made of how much money to keep on reserve. Philip had done some provisional estimations and calculated that if we distributed £400k and kept back £59k there should be sufficient and still be in a position to dispose of the remainder at the very end, this can be determined at the final AGM next year.

Andrew enquired where the money was,; it was explained it was sitting in the main bank account, but was not earning any interest.

Rob concluded the meeting and thanked everyone for coming and reiterated his thanks for their support over very many years. The Rest may have been a building, but will always be remembered for the work of the staff, board members and subscribers.

Finally Jenifer wanted to thank Rob, Chris and Phil for everything they have done to bring this to a satisfactory conclusion.



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# Gelligaer Community Council

Project Summary 2015/16

24th June 2015

Project No.	Project name	Description and comments	Date	Amount Pledged	Amount Paid	Amount Not Paid
353	Ystrad Mynach Christmas Market 2015	Contribution towards the Christmas Market to ensure its continuity	2015/16	1,500		1,500
352	Bethel Evangelical Church	To improve disabled access and facilities <i>LGA 1972, s 133</i>	2015/16	2,500	2,500	0
351	Roman Fort Guide Books in Welsh	Design and print 200 Roman Guidebooks in Welsh in readiness for the Eisteddfod at Llancaiaich 25th May 2015 <i>Welsh Language (Wales) Measure 2011</i>	2015/16	835	835	0
350	Community Notice Board	o/s Magnum Stores to advertise council business, community events and news <i>LGA 1972, s142</i>	2015/16	1,167	927	240
348	Youth Club Cefn Hengoed	Rebuild/ Refurbishment of centre Technical services fees <i>Local Government (Miscellaneous Provisions) Act 1976 s.19</i>	2014/15	3,520		3,520
345	Women's Refuge	To provide welcome packs to mothers on arrival at Gilfach (£330) & mattresses for YM (£330) <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2013/14	660	330	330
343	Ystrad Mynach Primay Centenary Mosaic	To undertake a centenary mosaic with children to mark 100 years since opening <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2014/15	2,000	500	1,500
342	Hanging Baskets at Ystrad Mynach	12 summer hanging basket throughout the town plus a planter of flowers attached to railings to the front of pier head building <i>LGA 1972 s.144 (encourage tourism/visitors)</i>	2015/16	3,406		3,406
336	Motorbike Inhibitor	To be installed between f/path on Hospital Road <i>Highways Act 1980 ss.53,50 (power to maintain f/paths)</i>	2013/14	2,800	1,850	950
335	Family Day Trip Community 1st Areas £325 per coach	Fund 6 no.49 seater coaches for a family day trip to beach 8th Aug 2015 Gelligaer 15th Hengoed & Cefn Hengoed, 22nd TYB <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2015/16	1,950		1,950
330	Bands in the Park 2015	Tiryberth Park - Sunday 5th July 2015 Ystrad Mynach - Sunday 14th June 2015 <i>(increase of £30)</i> <i>LGA 1972, s.145 (provision of entertainment, festivals &amp; support of the arts)</i>	2015/16	692		692
228	Pantomimes throughout Gelligaer CC 2015 Sleeping Beauty Ticket printing (£125)	(1) Gelligaer Comm Centre Wed 2nd Dec 6.30 (2) Penybryn Village Hall Mon 7th Dec 6.00 (3) Lyndsey Club Wed 9th Dec 5.30 (4) TYB Primary Thurs 10th Dec 5.30 (5) Hengoed Community Centre Mon 14th Dec 5.30 (6) Lewis Girls, YM Sun 20th Dec 2.30 & 5.30 <i>LGA 1972, s.145 (provision of entertainment, festivals &amp; support of the arts)</i>	2015/16	3,835 125		3,835 125

222	Tiryberth Memorial	Granite stone purchased - awaiting for names to be inscribed (member making enquiries) <small>War Memorials (LA Powers) Act 1923, s.1; as extended by LGA 1948 s.133</small>	2012/13	1,000	813	188
218	Wild flower seed mix	Sowing at (1)Tiryberth park banking (2)by The Cross P/H (3) on triangular section near Derwendeg School (4)in the verge past Brynsiriol R/A <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2015/16	1,250		1,250
217	Pensioner bungalows Heol Dewi	4 car parking spaces <small>Local Government (Miscellaneous Provisions) Act 1976 s.19</small>	2012/13	5,000		5,000
212	Gelligaer Young Citizens	A bi-annual event - awards presentation Cert's & £20-30 vouchers (max 10) (funded with Chairman) <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2015/16	75		75
167	Community Newsletter In progress	Issue Summer 2015 Qty 8000 Distribution @ 0.06p - being delivered <small>LGA 1972 s.142</small>	2015/16	1050 480		1,050 480
New Project	Health Messages in local surgeries	Health messages on a loop system at local surgeries - Gelligaer & Oakfield Y.M £619 TV(monitor) Brackets £63 Awaiting installation costs <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2013/14	tbc		
New Project	To the r/o Orchid Close & Churchfield Close TYB	smarten area up, install a bench further info required - Member to contact Rhodri Lloyd <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2014/15	tbc		
New Project	Siloh Church Garden	To improve the garden area to front of the church for people to enjoy - costs req'd <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2014/15	tbc		
New Project	Pottery Lane	Site meeting with ward members & CCBC to rid of litter and restore natural beauty <small>Public Health Act 1875, s.164, Open Spaces Act 1906, ss.9, 10</small>	2014/15	tbc		

TOTAL

48029

Pledged	Paid	Not Paid
33,845	7,755	26,091