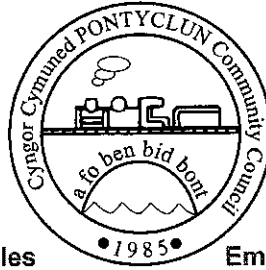


Cyngor Cymuned Pontyclun Community Council

Clerc - Catherine Craven
Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE



Clerc - Catherine Craven
Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn/Ffacs: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net

Telephone/Fax: 01443 238500
Email: clerk@pontyclun-cc.gov.wales
Web: www.pontyclun.net

A G E N D A

The April monthly meeting of the Pontyclun Community Council will be held in the Committee Room at Pontyclun Community Centre, Heol yr Orsaf, Pontyclun on **Wednesday 5 April, 2017 at 7.00 pm.**

C Craven
Catherine Craven
Clerk to the Council

31 March, 2017

- 1 To receive apologies for absence in accordance with the Local Government Act 1972, Section 85 (1)
- 2 Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - (i) Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and
 - (ii) Where Members withdraw from a meeting as a consequence of the disclosure of prejudicial interest they **must** notify the Chairman when they leave.
- 3 To consider passing the following resolution:

"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

*Yes.
agmt.*

For item 9 ii

4 Matters raised by residents/guests

To consider request from Macmillan Cancer Support to erect signage to advertise fund raising events. Appendix 1

5 Reports and presentations from others

None received

Yes. In future write to Clerk to request to put in principle by own.

- 6 To confirm the minutes of the Council's 15 Feb, 2017 Monthly meeting and the 8 March, 2017 Extraordinary meeting as an accurate record.

Appendix 2
Appendix 3

- 7 Reporting on Actions from previous meetings – Action Table** Appendix 4
- i Action 492 – Tesco** Appendix 5
e-mail received from Tesco acknowledging the Clerks letter sent 4 October, 2017.
- 8 Report and recommendations from Working Groups/Meetings attended by Council Representative**
- None received
- 9 Report and recommendations from Clerk**
- i** To approve the payment of creditors as shown Appendix 6
- ii Staffing Matters - Confidential**
- a** Applications received in response to Interim Clerk and Responsible Finance Officer post
- b** Report on Café 50 Coordinator
- c** Annual Leave for Administrative Assistant
- iv** To consider response to the planning applications Appendix 7
- v** To receive feedback from Clerk on the Annual Inspection at Ivor Woods
- vi** To receive a report from the Clerk on Internal Audit arrangements Appendix 8
- vii** To consider a grant application from Pontyclun Road Runners for £600 Appendix 9
- viii** To receive invitation from Y Pant School to its Annual Prize Giving Appendix 10
- xiii** To receive an update on the new footbridge at Nant y Dyfrgi Appendix 11

10 Questions from Councillors

Councillor Brendan O'Reilly

"How and why the extraordinary meeting scheduled for the 29 April, 2017 was cancelled and why the motions are deemed to be 'political'".

Appendix 300

PONTYCLUN COMMUNITY COUNCIL

APOLOGY FOR ABSENCE

COUNCIL MEETING

Wednesday 5 April 2017

REASON FOR ABSENCE (*see note*)

Guidance Note

It is the policy of the Council that members unable to attend meetings should submit an apology in writing by completing this form. Whenever possible the form should be handed to the Clerk of the Council before the start of the meeting.

Members are also asked, although there is no requirement to do so, to indicate a reason for non-attendance.

Failure to attend any meeting of the Council for a continuous period of six months will render a member unable to continue in office unless their absence was due to some reason approved by the Council before the expiry of six months since the date of the last meeting attended.

Name: (*please print*)

Signed:

Date:

Pontyclun & District Macmillan Fundraising
Group

From: Edwina Clark

Sent: Thu, 16 Mar, 2017 at 21:44

To: Catherine Craven community council

Hi Cath,

As you may know Macmillan Cancer Support have recently announced their £5 million investment in the Y Bwythyn palliative care unit for The Royal Glamorgan Hospital. It is the single biggest investment they have made in Wales to date. As a group we have decided to allocate all future funds raised to this marvellous much needed project.

Our next fundraising event is the Macmillan Mammoth quiz. We would like to put up a sign near the railings around the park, as per the PAG and Light Up the Town banner, for 1 week advertising the event. We would take great care to make sure the railings are not damaged in any way.

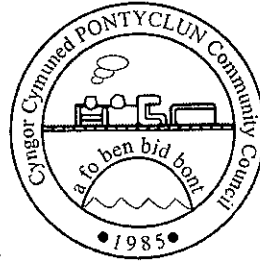
Can you tell me please what we have to do to get permission?

best regards,
Edwina



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Canolfan Gymunedol Pontyclun
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Email: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

M I N U T E S

Minutes of the **February monthly meeting** of Pontyclun Community Council held at Committee Room at Pontyclun Community Centre, Heol yr Orsaf, Pontyclun on Wednesday 15 February, 2017.

PRESENT: Community Councillors: Ken Forsdyke (Chair), Ann Bennett, Gwynn Griffith, Margaret Griffiths, Paul Griffiths, Neil Holley, Tony Lane and Brendan O'Reilly.

1. Apologies for absence

Community Councillors Janis Jones and Huw Rees.
Apology noted.

Absent: Community Councillor Bethan Theaker.

Clerk was not present due to illness. Recording of the meeting was made.

2. Declaration of Interest

Councillor Margaret Griffiths

"Member of RCT CBC Development Control Committee"

Items 6 i and 8 iv

3 Matters raised by residents/guests

None received

4 Reports and presentations from others

None received

5 To confirm the minutes of the Council's 18 January, 2017 Monthly meeting as an accurate record.

RESOLVED that the minutes of the Council's 18 January, 2017 Monthly meeting were confirmed as an accurate record. The minutes were duly signed and dated by the Chair.

6 Reporting on Actions from previous meetings – Action Table

Action 495 Object to planning application 16/1385/13 Cefn yr Hendy Development
Agree to draft objection prepared by Councillor Ken Forsdyke.

RESOLVED that the draft, as seen, objection to planning application 16/1385/13 Cefn yr Hendy Development be submitted. A498

MG abstained from vote

7 Report and recommendations from Working Groups/Meetings attended by Council Representative

i Report on activity of Café 50 Marketing Officer

Members noted that Ms Gifford will be finishing her work next month.

RESOLVED that the

(i) report was noted

(ii) Council thank Ms Tracey Gifford for the work undertaken. A499

ii To receive correspondence from Rhondda Cynon Taff County Borough Council confirming funding arrangement for a new Café 50 Coordinator post

RESOLVED that the correspondence was noted.

iii To receive feedback from Panel (Councillors Ann Bennett, Margaret Griffiths and Janis Jones) on appointment of Café 50 Coordinator Post

Margaret Griffiths reported the interview process and the successful candidate; Mrs Laura Locket will commence her employment on the 1 March, 2016, subject to a Disclosure Barring Service check and references being satisfactory.

RESOLVED that the report was noted.

iv To receive feedback from Councillor Ann Bennett, convener of the Environmental Group on Pontyclun Park

Councillor Ann Bennett reported the orchard has now been planted. Access to the Park adjacent to the cenotaph is very steep and slippery. The Council asked the Caretaker to report back with options.

RESOLVED that options will be reported back to the Council for consideration. A450

8 Report and recommendations from Clerk

i To approve the payment of creditors

Check with auditor re Creditors

RESOLVED that the payment of creditors for the period 1 to 31 January 2017 was approved and duly signed and dated by the Chair.

- ii To approve the budget monitoring report as shown.

Clerk reports the Caterer remains in arrears with his rental payment.

RESOLVED that the

(i) Clerk was instructed to write to Caterer asking for all outstanding payments to be made immediately and a Standing Order set up for all future payments. It will not be this Council intention to renew the contract whilst the Caterer is in breach of this current one; A501

(ii) budget monitoring report was approved as shown.

- iii To approve a virement request from the Clerk.

RESOLVED that the virement is approved.

- iv To receive the Clerks Report on Budget and Precepts 2017/18

Decisions required;

(a) to confirm the "earmarked" reserves set out in the report;

(b) to confirm the budget/precept figures for 2017/2018 and if agreed to forward the precept details to Rhondda Cynon Taff County Borough Council

RESOLVED that the

(i) 2017/2018 earmarked reserves as shown in appendix A was approved;

(ii) budget figures for 2017/2018 as shown in appendix A was approved;

(iii) a precept of £111,000 was approved for 2017/2018. A502

To consider response to the planning applications

Councillor Ken Forsdyke read through the applications.

RESOLVED that no comments were made on the planning applications shown.

- v To receive feedback from Clerk on the Annual Inspection at Ivor Woods

The Clerk had reported following an annual tree inspection in the woods there are 5 trees identified as dead and dangerous and must be removed and 7 limbs of trees need to be cut back. The Clerk is awaiting an estimate and will report back to Council with costs.

- vi To receive a report from the Clerk on the Council's Insurance Policy due for renewal on the 1 April, 2017.

The Council considered the Clerks report and agreed to change providers to Came and Co. for a 3 year term.

RESOLVED that the Insurance Policy from April 2017 is taken with Came and Co. for a three year term. A503

- v To receive correspondence from the president of the Valleys and Vale Speakers Club.

RESOLVED that the details of the Valleys and Vale Speakers Club are added to the website.

- vi To receive correspondence from Kidney Wales regarding a Walk for Life event on the 23 April,

2017.

Councillor Margaret Griffiths reported that a Walk for Life is already being organised in Pontyclun.

- vii To receive letter of thanks from Y Pant school and Friends of RCT Community Band for financial donations received from this Council

RESOLVED that the letters are noted.

- viii To receive correspondence from Llantrisant Town Trust inviting the Chair of this Council to a thanksgiving service as part of the celebrations of Beating the Bounds On the 17 June 2017.

RESOLVED that this matter be brought back to the new Council.

- ix To agree to Rhondda Cynon Taff County Borough Council proposal to replace three Community Council bus shelters.

The Council did not wish for masonry shelter 0295 Heol Y Bryn (Groesfaen direction) to be replaced and the 0287 Leekes (Groesfaen direction) is not in a Pontyclun Community Council ward.

RESOLVED that the proposal to replace bus shelters 0288 Leekes (Talbot Green direction) and 0304 Mwyndy Cross (Groesfaen direction) were approved and would assume responsibility for their repair and upkeep should Rhondda Cynon Taff County Borough Council be successful in its grant application to the Welsh Government. A503

- x To respond to the Welsh Government's White Paper Consultation Reforming Local Government – Resilient and Renewed. Closing date 11 April 2017.

<https://consultations.gov.wales/consultations/reforming-local-government-resilient-and-renewed> Hard copy available from office on request.

Councillor Margaret Griffiths and Paul Griffiths attended a community engagement network event, Places Plan, organised by Planning Aid Wales on the 7 February, 2017. A report with notes from the event was circulated to Members.

RESOLVED that no comments made to the Welsh Government consultation.

- xi To note the Ombudsman Casebook with summaries of reports between October and December 2016.

http://www.ombudsmanwales.org.uk/~media/Files/OmbudsmanCasebook_en/The%20Ombudsmans%20Casebook%20%20Issue%20%2027%20Jan%202017%20English.ashx Hard copy available from office on request.

RESOLVED that the Casebook was noted.

- xii To respond to Charter for Trees, Woods and People survey. Closing date Tuesday 28 February 2017. <https://www.surveymonkey.co.uk/r/walestreesurvey>

RESOLVED that no comments made to the survey.

- xiii To note Audit General Wales press release: Community councils need to improve financial management and governance

RESOLVED that the press release was noted.

10 Notices of Motion from Councillors

None received

11 Questions from Councillors

None received

12 Matters of discussion but not decision

Councillor Brendan O'Reilly wishes to raise

(i) the need a clear sign on the building itself as well as a few others pointing to the new public convenience

The Council agreed more signage was required and the Clerk was instructed to prepare a report with suggestions for locations and costs to the next meeting. A504

(ii) rugby trainers and players to take the muck off their boots before leaving the various pitches - there is muck all along the Cowbridge footpath which is an on-going problem during the playing season.

The Council instructed the Clerk to write to the Rugby Club and Football Club requesting care is taken by players to remove mud from footwear on the grassed areas and to keep paved areas clear. A505

Meeting finished at 8.30pm

Agreed BUDGET for 2017/18 Financial Year

	£	
Revenue Net Expenditure & Contribution to Reserves Fund	117,233	
Other Income - Estimated	9,180	108,053
General Reserve	2,947	
Precept 2017/18	111,000	

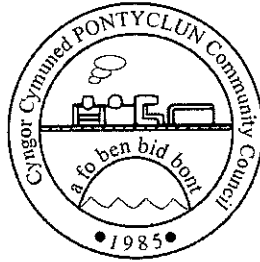
Income and Expenditure for 2017 to 2018

	Draft Revenue Budget following 16 Nov 2016 meeting	EMR contribution for 2017/18
Income+VAT Reclaims		
Precept		
Footpath grant	480	
Other		
Rent from Caterer 2017/18 - Community Building	3,300	
Hire of Community Building	800	
Donations	3,500	
Fund Raising Events	1,000	
Grants - Community Councils	100	
VAT		
TOTAL INCOME	9,180	
Expenditure exc VAT		
Salaries+Wages	63,250	
SUB TOTAL	63,250	
Council Administration		
Community Office Rent	3,709	
Stationery	130	
Printing/Photocopying - Office	1,025	
Postage	250	
Telephone/Internet	900	
Insurance	1,300	
Website Maintenance	720	
Software/Hardware+Maintenance	550	
Contribution to Hardware Reserves Fund		0
Subscriptions	1,180	
Audit Costs	750	
PCC Staff Conference+Travel Expenses/Training Conferences	1,500	
Members Training/Conferences	250	
Members Remuneration	0	
Bank Charges	120	
Miscellaneous Administration Costs	300	
SUB TOTAL	12,684	
Community Maintenance		
Community Maintenance - to include Footpaths/Bus Shelters/ Wayside Seats/Noticeboards/War Memorial	1,660	
Maes-y-Felin Playing Fields Maintenance	1,500	3500
Ivor Woods Tree Maintenance	1,000	
Maintenance of Machinery/Tools and NEW tool purchases	800	
Contribution to Machinery/Tools Reserves Fund		800

Vehicle Maintenance/Insurance/Road Tax/Petrol	2,600	
Contribution to Vehicle Reserves Fund		2000
Car park - Lease	0	
Car park - Non Domestic Rates	1,538	
Footpath Lighting	70	
Workshop - Gas and Electricity/Repairs	500	
Refuse Collection	465	
Health+Safety/Personal Protective Equipment	500	
Seasonal Projects		
Christmas	1,200	
Christmas Groesfaen	0	
Plants+Baskets	2,000	
Other		
Election Costs Reserves Fund - 2017 Election		1600
Remembrance Sunday	150	
Community Consultations/Events	50	
Grants to Other Bodies/Competitions+Awards	2,500	
SUB TOTAL	16,533	
Community Public Toilets Upkeep		
Cleaning Materials/Consumables	0	
Non Domestic Rates	0	
Utility Costs+Maintenance	0	
SUB TOTAL	0	
Community Building Maintenance		
Utility Costs	4,700	
Non Domestic Rates	2,753	
Refuse Collection	550	
Contribution to cleaning of Community Centre Toilets	0	
New Post Coordinator	1,500	
New post Cleaner	5,063	
Cleaning Materials	500	
Opening/Closing of Café 50	0	
Maintenance	500	1000
Administration Costs/Bank Charges/Publicity+Misc	100	
TV Licence	0	
Entertainment Licence	200	
SUB TOTAL	15,866	
Sub totals	108,333	8,900
Total Net Expenditure		

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M I N U T E S

Minutes of the Pontyclun Community Council Extraordinary Meeting held at 7:00 pm on Tuesday 7 March 2017 in the Committee Room of Pontyclun Community Centre, Heol yr Orsaf, Pontyclun,

PRESENT: Community Councillors: Ann Bennett, Ken Forsdyke, Gwynn Griffiths, Margaret Griffiths, Paul Griffiths, Janis Jones (Chair), Tony Lane, , Huw Rees and

1. **Apologies for absence**

Apology received from Councillor Brendan O'Reilly

Absent no apologies received Councillor Bethan Theaker

2. **Declaration of Interest**

None received

3. To receive a report from the Chair

RESOLVED: the Chair has received a letter of resignation from the Clerk.

4. To consider and agree a process to appoint a new Clerk

Members agreed not to appoint a new Clerk and Responsible Finance Officer and to leave that decision of appointment to the new Council elected in May 2017.

RESOLVED: not to appoint a new Clerk and Responsible Finance Officer at this time but to advertise through One Voice Wales, SLCC, the Council's noticeboards and website for an interim Clerk to cover the role of for the months of April, May and June, rate of pay NJC 26 for 18 ½ hours per week (hours are negotiable).

Meeting finished at 7.45 pm

7 March 2017				
506		Advertise Interim post of Clerk	Clerk	OVW/SLCC/ Noticeboards
15 February 2017				
505	12 ii	Letters to rugby and football clubs re mud on pavement <i>→ be advised.</i>	Clerk	Sent 24/2/17
504	12 i	More signage for new Public Convenience <i>Accounty order</i>	Clerk	Ordered
503	8 vi	Set up new insurance policy with Came and Co	Clerk	Completed
502	8 iii	Notify RCT precept is £111,000 for 2017/18	Clerk	Sent 17/2/17
501	8 ii	Letter to Caterer to bring account up to date and set up Standing Order. Not this Council's intention to renew contract is current is not met	Clerk <i>Agreed to find me when</i>	Sent 21/2/17
500	7 iv	Report to Council on options for entrance adjacent to Cenotaph to Pontyclun Park. It's currently too steep.	Clerk Caretaker	Aprils meeting
499	7 i	Letter of thanks to TG for work undertaken at Café 50	Clerk	Sent 21/2/17
498	6 i	Submit draft prepared by KF objection to Cefn yr Hendy housing development 16/1385/13	Clerk	Sent 21/2/17
21 December 2016				
492		Write to Tesco re car parking spaces/deliveries	Clerk	Sent 2/2/17 Aprils meeting reply
21 September 2016				
465	3 (ii)	an Administration Group meeting is convened to review the operations of Café 50 to properly analyse its values and burdens and to make recommendations of its findings	JJ	

Done

and
today
June

Letter asking answers for
16/17
re s/o at yr
will be going out to
Darius

APP 5
Action 492

RE: Tesco Express Store - Pontyclun

From: Adcroft, James
Sent: Wed, 15 Mar, 2017 at 10:34
To: clerk@pontyclun-cc.gov.wales

Dear Catherine,

Last week I received your letter in response to my message below. My apologies for not responding sooner but your letter went to the central office and, being nationally based, I am not in the office on a regular basis.

Please convey to the Council that the letter has been acknowledged and I will respond presently.

Your Sincerely,

James Adcroft
Compliance Manager (Distribution Transport)
Mobile: 07766 823 545

Tesco Distribution Ltd.,
Nursling Industrial Estate,
Southampton,
Hampshire.
SO16 0WB

From: Adcroft, James
Sent: 07 November 2016 13:28
To: clerk@pontyclun-cc.gov.wales
Subject: Tesco Express Store - Pontyclun

Hello, Cath.

Please find attached a copy of a letter that was originally posted on Tuesday 4 October following a meeting at the Tesco store on Friday 30 September. Margaret Griffiths has advised me that you are not in receipt of this correspondence so I agreed to e-mail a copy to you.

Your confirmation of receipt would be appreciated.

With Thanks,

James

James Adcroft
Compliance and Standards Manager
(Transport)
Mobile: 07766 823 545

Tesco Distribution Ltd.,
Nursling Industrial Estate,
Southampton,
Hampshire.
SO16 0WB

This is a confidential email. Tesco may monitor and record all emails. The views expressed in this email are those of the sender

Schedule for creditors for payment to be presented to the Council's
April 2017 monthly meeting

For the period 01 February 2017 to 28 February 2017

Creditor	Description	Chq No	Amount
GENERAL BANK ACCOUNT			
Emex Fire and Security Ltd	Key Safe for Café 50	005126	108.00
G & C Electrical Ltd	Café 50 Kitchen Light Switch Repair	005127	54.00
RCTCBC	Contribution to the new Pelican Crossing	005128	10,000.00
Toshiba Tec UK Imaging Systems Ltd	Photocopying	005129	36.00
Margaret Griffiths	Re-imburement for Café 50 Table Gliders (RCT Homes Grant)	005130	20.50
RCTCBC	Cefn-Yr-Hendy By-Election @13 Oct'16	005131	3,627.18
SLCC	CILCA Clerk Course Registration	005132	250.00
Miskin Manor Cricket Club	Grant awarded	005133	405.00
RCTCBC	Xmas 2016 Lights Switch On Posters+Flyers+Banners	005134	374.40
Welsh Audit Office	External Audit 2015/16	005135	249.90
Leekes Ltd	Materials for Bollards+Storage @Maes-y-Felin	005136	310.00
Trade UK Account	Brynsadler Planter re-build	005137	117.39
Southgate Garage	Fuel for Community Van+Tools	005138	98.50
Trade UK Account	Materials for Community Repairs	005139	21.60
Buxton Marketing	Marketing Consultant	005140	240.00
Henry Mehta	Community Website Support – Feb'17	005141	20.00
Trustmark Stationery Stores Ltd	Stationery	005142	59.79
Forest Park & Garden	Tools – Various refer to invoice	005143	368.64
Henry Mehta	Community Website Support – Jan'17	005144	20.00
Country Timbers	Materials for repair to Planter @The Hollies, Pontyclun	005145	96.16
RCTCBC – 01/02/17	Refuse Collection	Direct Debit	37.48
RCTCBC – 01/02/17	Refuse Collection for Café 50	Direct Debit	37.48
RCTCBC – 01/02/17	Business Rates for Café 50	Direct Debit	187.00
BT – 28/02/17	Welcome Post Co-Ordinator Handset	Direct Debit	142.80
BT – 28/02/17	Welcome Post Co-Ordinator Handset	Direct Debit	14.21
BT – 06/02/17	Phone Services for Jan'17	Direct Debit	35.44
Welsh Water	Public Conveniences Oct'16 to Dec'16	Direct Debit	308.01
PEAC (UK) Ltd	Photocopier Rental Feb'17 to April'17	Direct Debit	226.82
Dark Green Media	Website Hosting+Support Feb'17	Standing Order	40.00
Panel Warehouse – 17/02/17	Desktop Display Stand – RCT Homes Grant	Visa Pyt	90.00
Post Office Ltd	Stamps	Visa Pyt	46.20
Printerbase Ltd	Printer Cartridge – Café 50	Visa Pyt	75.20
Argos – 27/02/17	Batteries+Charger	Visa Pyt	14.99
Lloyds Bank plc – 08/02/17	Service Charge for Bank Account	Debit	5.00
WAGES BANK ACCOUNT			
Community Council Salaries	February'17	003490/93 +003496/97	3,884.49
HMRC –February'17	NI Contributions+Tax Deductions	003494	476.97
RCTCBC – February'17	Pension Contributions	003495	978.92
Lloyds Bank plc – 07/02/17	Service Charge for Bank Account		5.00
TOTAL			£23,083.07

Chairperson:

Date:

App 7i

Ms Cath Craven
Pontyclun Community Council
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
CF72 9TY

Fy Nghyf/My Ref:
17/0121/10

EichCyf/Your Ref:

Dyddiad/Date: 10/02/2017

Gofynnwch am/Please ask for: Laura Heron
01443 494887

DATBLYGIAD Demolish existing single storey rear extension and
ARFAETHEDIG/PROPOSAL: construct new single storey full width rear extension.
LLEOLIAD/LOCATION : 1 SYCAMORE CLOSE, MISKIN, PONTYCLUN,
CF72 8ST
CYF GRID/GRID REF: 304561, 181434

DEDDF CYNLLUNIO GWLAD A THREF
1990
GORCHYMYN CYNLLUNIO GWLAD A
THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012

TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
Cyngor Bwrdeistref Sirol Rhondda Cynon
Taf, mewn perthynas â'r cais uchod, wedi'u
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application
received by Rhondda Cynon Taf County
Borough Council, in respect of the above
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod
ar-lein, ewch i www.rctcbc.gov.uk/planning a
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

Os nad ydych chi'n clywed gennych chi o fewn 21
diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych chi am gyflwyno sylwadau.

I will assume you have no comments to
make if I do not hear from you within 21 days
of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Simon Gale

Cyfarwyddwr Gwasanaeth Cynllunio : Service Director Planning

APP 111

Ms Cath Craven
Pontyclun Community Council
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
CF72 9TY

Fy Nghyf/My Ref:
17/0159/10

EichCyf/Your Ref:

Dyddiad/Date: 16/02/2017

Gofynnwch am/Please ask for:

DATBLYGIAD Single storey front and rear extension.
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 18 MANOR HILL, MISKIN, PONTYCLUN, CF72 8JP
CYF GRID/GRID REF: 304776, 181097

**DEDDF CYNLLUNIO GWLAD A THREF
1990
GORCHYMYN CYNLLUNIO GWLAD A
THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
Cyngor Bwrdeistref Sirol Rhondda Cynon
Taf, mewn perthynas â'r cais uchod, wedi'u
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application
received by Rhondda Cynon Taf County
Borough Council, in respect of the above
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod
ar-lein, ewch i www.rctcbc.gov.uk/planning a
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

Os nad ydw i'n clywed gennych chi o fewn 21
diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to
make if I do not hear from you within 21 days
of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,

Simon Gale
Cyfarwyddwr Gwasanaeth Cynllunio : Service Director Planning

Ms Cath Craven
Pontyclun Community Council
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
CF72 9TY

Fy Nghyf/My Ref:
17/0163/10

EichCyf/Your Ref:

Dyddiad/Date: 17/02/2017

Gofynnwch am/Please ask for: Guy Watkins
01443 494889

DATBLYGIAD Proposed dwelling.
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : LAND ADJACENT TO TRELAWNEY,
RHYD-Y-NANT, PONTYCLUN, CF72 9HE
CYF GRID/GRID REF: 303814, 181093

DEDDF CYNLLUNIO GWLAD A THREF
1990
GORCHYMYN CYNLLUNIO GWLAD A
THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012

TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012

Annwyl Sir/Madam

Dear Sir/Madam

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Cyngor Bwrdeistref Sirol Rhondda Cynon
Taf, mewn perthynas â'r cais uchod, wedi'u
hamgáu. Gofynnaf am eich sylwadau.

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received by Rhondda Cynon Taf County
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proposal, and request your observations.

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ar-lein, ewch i www.rctcbc.gov.uk/planning a
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

Os nad ydych chi'n clywed gennych chi o fewn 21
diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych chi am gyflwyno sylwadau.

I will assume you have no comments to
make if I do not hear from you within 21 days
of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,

Simon Gale

Cyfarwyddwr Gwasanaeth Cynllunio : Service Director Planning

App 7iv

PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION

SCHEDULE 1b Articles 2C & 2D

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION NOTICE UNDER ARTICLES 2C AND 2D

(to be served on owners and/or occupiers of adjoining land and community consultees; and displayed by site notice on or near the location of the proposed development)

PURPOSE OF THIS NOTICE:

This notice provides the opportunity to comment directly to the developer on a proposed development prior to the submission of a planning application to the local planning authority ("LPA"). Any subsequent planning application will be publicised by the relevant LPA; any comments provided in response to this notice will not prejudice your ability to make representations to the LPA on any related planning application. You should note that any comments submitted may be placed on the public file.

DETAILS OF THE PROPOSAL:

Proposed development at Unit 10, Hepworth Park, Coedcae Lane, Pontyclun, CF72

I give notice that Formaction Ltd is intending to apply for planning permission for the erection of Class B1/B2/B8 units and associated external alterations (Unit 10).

WHERE CAN YOU VIEW THE DOCUMENTS:

You may inspect copies of:

- the proposed application;
- the plans; and
- other supporting documents

online at www.dppukltd.com/hepworthpark and computer facilities are available to view this information online at Pontyclun Library, Heol-y-Felin, Pontyclun, CF72 9BE between the hours of 9:00am – 1:00pm and 2:00pm – 6:30pm (Tuesday), 9:00am – 1:00pm and 2:00pm and 5:00pm (Wednesday), 9:00am – 1:00pm (Thursday), 9:00am – 1:00pm and 2:00pm – 6:00pm (Friday) and 9:00am – 1:00pm (Saturday).

PROVIDING YOUR COMMENTS

Anyone who wishes to make representations about this proposed development must write to the following address:

Post:
DPP Planning
Sophia House
28 Cathedral Road
Cardiff
CF11 9LJ

Email:
cardiff@dppukltd.com

Before: 20/03/2017

Signed: May Swain

Date: 17/2/17

17 FEB 2017

Ms Cath Craven
 Pontyclun Community Council
 Pontyclun Community Centre
 Heol Yr Orsaf
 Pontyclun
 CF72 9TY

Fy Nghyf/My Ref:
 17/0089/10

EichCyf/Your Ref:

Dyddiad/Date: 21/02/2017

Gofynnwch am/Please ask for: Laura Heron
 01443 494887

DATBLYGIAD First floor side extension with Juliet balcony over
ARFAETHEDIG/PROPOSAL: existing garage.
LLEOLIAD/LOCATION : 12 MANOR HILL, MISKIN, PONTYCLUN, CF72 8JP
CYF GRID/GRID REF: 304797, 181079

**DEDDF CYNLLUNIO GWLAD A THREF
 1990**
**GORCHYMYN CYNLLUNIO GWLAD A
 THREF (GWEITHDREFN RHEOLI
 DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT
 1990 / TOWN AND COUNTRY PLANNING
 (DEVELOPMENT MANAGEMENT
 PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
 Cyngor Bwrdeistref Sirol Rhondda Cynon
 Taf, mewn perthynas â'r cais uchod, wedi'u
 hamgáu. Gofynnaf am eich sylwadau.

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 received by Rhondda Cynon Taf County
 Borough Council, in respect of the above
 proposal, and request your observations.

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 ar-lein, ewch i www.rctcbc.gov.uk/planning a
 chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
 application online at
www.rctcbc.gov.uk/planning

Os nad ydych chi'n clywed gennych chi o fewn 21
 diwrnod o ddyddiad y llythyr hwn, byddaf yn
 tybio nad ydych chi am gyflwyno sylwadau.

I will assume you have no comments to
 make if I do not hear from you within 21 days
 of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Simon Gale

Cyfarwyddwr Gwasanaeth Cynllunio : Service Director Planning

App 7/16

Ms Cath Craven
Pontyclun Community Council
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
CF72 9TY

Fy Nghyf/My Ref:
17/0229/10

EichCyf/Your Ref:

Dyddiad/Date: 02/03/2017

Gofynnwch am/Please ask for: Guy Watkins
01443 494889

DATBLYGIAD Provision of Ramp for Disabled Access to Church
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : ST PAULS CHURCH, LLANTRISANT ROAD,
PONTYCLUN
CYF GRID/GRID REF: 303733, 181682

DEDDF CYNLLUNIO GWLAD A THREF
1990
GORCHYMYN CYNLLUNIO GWLAD A
THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012

TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
Cyngor Bwrdeistref Sirol Rhondda Cynon
Taf, mewn perthynas â'r cais uchod, wedi'u
hangáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application
received by Rhondda Cynon Taf County
Borough Council, in respect of the above
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod
ar-lein, ewch i www.rctcbc.gov.uk/planning a
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

Os nad ydych chi'n clywed gennych chi o fewn 21
diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych chi am gyflwyno sylwadau.

I will assume you have no comments to
make if I do not hear from you within 21 days
of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,

Simon Gale

Cyfarwyddwr Gwasanaeth Cynllunio : Service Director Planning

Ms Cath Craven
 Pontyclun Community Council
 Pontyclun Community Centre
 Heol Yr Orsaf
 Pontyclun
 CF72 9TY

Fy Nghyf/My Ref:
 16/1131/12

EichCyf/Your Ref:

Dyddiad/Date: 31/03/2017

Gofynnwch am/Please ask for: Barry Worthington
 01443 494762

DATBLYGIAD

ARFAETHEDIG/PROPOSAL:

Investigation works to determine the cause of water ingress into the structure and damage caused to concealed timbers. These works are to be restricted to those parts of 23 The Manor that are located in the clock tower structure. The relevant parts of the clock tower and the investigation works to be undertaken to include: Works to the roof terrace; window openings; opening to the hallway of the second floor bedroom, first floor living room and external render.

LLEOLIAD/LOCATION :

23 THE MANOR, COWBRIDGE ROAD,
 TALYGARN, PONTYCLUN, CF72 9WT

CYF GRID/GRID REF: 303180, 180051

**DEDDF CYNLLUNIO GWLAD A THREF
 1990**

**GORCHYMYN CYNLLUNIO GWLAD A
 THREF (GWEITHDREFN RHEOLI
 DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT
 1990 / TOWN AND COUNTRY PLANNING
 (DEVELOPMENT MANAGEMENT
 PROCEDURE) (WALES) ORDER 2012**

Dear Sir/Madam

Annwyl Sir/Madam

Mae manylion cais cynllunio a ddaeth i law Cyngor Bwrdeistref Sirol Rhondda Cynon Taf, mewn perthynas â'r cais uchod, wedi'u hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application received by Rhondda Cynon Taf County Borough Council, in respect of the above proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod ar-lein, ewch i www.rctcbc.gov.uk/planning a chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above application online at www.rctcbc.gov.uk/planning

Os nad ydw i'n clywed gennych chi o fewn 21 diwrnod o ddyddiad y llythyr hwn, byddaf yn tybio nad ydych am gyfiwyno sylwadau.

I will assume you have no comments to make if I do not hear from you within 21 days of the date of this letter.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Cwm Taf
Health Board

Your ref/eich cyf:
Our ref/ein cyf:
Date/Dyddiad:
Tel/ffôn:
Fax/ffacs:
Email/ebost:
Dept/adran:

JP/LR
15 March 2017
01443 744822

John.Palmer@wales.nhs.uk
Primary, Community & Mental Health

(APP 7 VII)

Pontyclun Community Council

Ms Cath Craven
Pontyclun Community Council Offices
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
CF72 9TY



Dear Ms Craven,

**TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(WALES) ORDER 2012
PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING
PERMISSION NOTICE UNDER ARTICLES 2C AND 2D**

**PROPOSAL FOR THE DEVELOPMENT OF a new Macmillan Specialist Palliative
Care Unit AT the Royal Glamorgan Hospital**

In accordance with the Town and Country Planning (Development Management Procedure) (Wales) 2012, we write to give notice that **Cwm Taf University Health Board** is intending to apply for planning permission to build a new **Macmillan Specialist Palliative Care Unit on the Royal Glamorgan Hospital site.**

This notice provides the opportunity to comment directly to the developer on a proposed development prior to the submission of a planning application to the local planning authority ("LPA"). Any subsequent planning application will be publicised by the relevant LPA; any comments provided in response to this notice will not prejudice your ability to make representations to the LPA on any related planning application. You should note that any comments submitted may be placed on the public file.

You may inspect copies of the following documents online at:

<http://cwmtaf.wales/y-bwthyn/>

- the proposed application;
- the plans; and
- other supporting documents.

Computer facilities are available to view the online information at the Library, Llantrisant Leisure Centre, Southgate Park, Llantrisant CF72 8DJ between the following hours :

DAY	MORNING	AFTERNOON
Monday	9am to 1pm	CLOSED
Tuesday	9am to 1pm	2pm TO 6.30pm

Return Address:

Ynysmeurig House, Navigation Park, Abercynon, CF45 4SN
Chair/Cadeirydd: Dr C D V Jories, CBE Chief Executive/Prif Weithredydd: Mrs Allison Williams

Cwm Taf Health Board is the operational name of Cwm Taf Local Health Board
/Bwrdd Iechyd Cwm Taf yw enw gweithredol Bwrdd Iechyd Lleol Cwm Taf

Pontyclun Community Council

5 April 2017

Internal Audit

Purpose of the report

To appoint an internal auditor

Recommendation

Pontyclun Community Council agrees:

1. To appoint an internal auditor for the 2016/17 financial year annual accounts..
2. To approve the draft Appointment of Internal Auditor Engagement letter.

Background

In December 2016 the Council agrees to appoint Mrs Nicola Eyre to carry out its internal audit.

Mrs Eyre has given notice that due to ill health she will be unable to undertake that appointment.

The Clerk has sought 3 quotes for the Council to consider – appendix A

Quote	£ plus VAT
A	1,500-1,750
B	1,500
C	420 per day

Quote A

Thanks for the information.

As briefly discussed we actually already do 4 of these types of audits (2 at Town Level & 2 at Community Level) so we certainly have the experience to complete the internal audit on your behalf.

Based on your income levels, the known standardised work involved and your previous report I would estimate that our charge would be in the region of £1,500 - £1,750 plus vat per annum.

Please let me know what you think of this quote in due course.

Quote B

Thank you for meeting with me last week and providing the opportunity to quote for the provision of the Internal Audit service for the Council for the year ended 31st March 2017.

Based upon the information provided we would anticipate our fee being in the order of One Thousand Five Hundred Pounds (£1,500) plus VAT.

Please get back to me should you require any further information.

Quote C

Thank you for your enquiry about the provision of an internal audit service to your Council and the information provided. I am pleased to confirm that we would be delighted to provide the internal audit service to the Council and set out below detail of our quote, based on the information provided. As you may be aware, we currently provide the service to other Councils in the Cardiff and Swansea area including Barry, Llanelli Town and Rural Councils, together with Llantrisant, Chepstow and Caldicot so are familiar with the variances in Welsh legislation to that in England.

By way of background information for your members, I am the owner of this company, which was established to meet the requirements of the revised audit arrangements. I have over 40 years experience in the audit of public sector bodies, the first 22 being spent on the external audit of National Health Service clients, apart from a three-year break as Chief Internal Auditor of the Hong Kong Urban Council in the mid 1970s. Following the NHS reforms in 1990, I worked for the District Audit Service as an Audit Manager with responsibility for both Local Government District Councils and NHS bodies in Wiltshire, including management responsibility for all the county's parish and town councils in the last three years prior to my leaving and establishing this company in 2002. We also employ contractors to assist with the workload; details of their experience and qualifications may be found on our website (as below): all have worked with me over a number of years both in the present company or in connection with my previous employment positions.

The company was established to provide an effective and efficient service to all councils across England and Wales, primarily in response to the revised audit arrangements, but also to give elected members and the electorate the same high degree of assurance that was provided under the previous arrangements. We currently provide a service to some 250 councils nationally ranging from small Parish Meetings to many of the largest councils nationally including, in addition to those referred to above, Weston-super-Mare, Shrewsbury, Dunstable, Chippenham and Trowbridge. Should you require references, I would be pleased to provide contact details of our clients. As a wholly independent company, it is self-evident that we remain distant from the Council's working procedures and controls thereby ensuring the required degree of "independence" in our approach.

In line with the above, we have deliberately set out to provide a high quality service to Councils. On completion of our review, the Council will receive a detailed report identifying clearly the work undertaken, any areas where we may perceive there to be a need for improved controls and also the dissemination of best practice gleaned from other clients across the country.

We see it as our role not purely to sign off the Annual Return, but to provide the Council with a balanced service aimed at assisting the implementation of new legislation and ensuring that the Council is able to function in the most cost effective and efficient way possible.

We believe strongly that for internal audit to be effective, it must be preventative rather than historical: however, given the timing of your request for 2016-17, I would suggest that we undertake a single review for the current year once the Accounts have been closed down and the Annual Return is ready for our review and sign-off. I note that you have switched to

using the Rialtas software, with which we are very familiar and have it installed on our PCs, which allows us to undertake a degree of work offsite and in advance of our visit.

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area in line with the Practitioner's Guide on Governance and Accountability.

On the basis of the information provided and assuming that no specific issues or concerns either exist or are identified during our review process, I anticipate that up to one day's cover would be required. Our daily fee for 2016-17 is £420 plus VAT, although we would obviously keep the fee in line with the level of time required to undertake the necessary review work to facilitate our signing off the Internal Audit Report in the year's Annual Return and issue a formal report to the Council. I should also advise that our fees are all inclusive with no hidden extras such as mileage or accommodation charges. Additionally, we consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research and / or additional work required, the above fee covers the full year. I should also point out that we have full indemnity insurance cover.

Should you or your members wish to discuss the content of this quote, please do not hesitate to contact me. I also enclose, for you and your members' perusal, a copy of a sample report and our standard work programme for the current year (it is updated annually to reflect any changes in legislation, etc) and trust that you will find the content informative as to our approach.

I also enclose two copies of our standard Letter of Engagement for the Council and, should the members determine to appoint us as your internal auditors, would appreciate your signing and returning one copy. XX, our Office Manager will then liaise with you to arrange mutually convenient date for the 2016-17 review to be undertaken.

XYZ Parish Council

Internal Audit Report 2015-16

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. This report details the work undertaken in relation to the financial year's Annual Return following provision of all relevant and requested documentation in support of the year's financial transactions and governance arrangements.

Internal Audit Approach

In undertaking our review for the year, we have paid due regard to the materiality of transactions and their susceptibility to any potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, based on our review of the year's records, the Council has maintained generally adequate and effective internal control arrangements. We wish to acknowledge the actions of the recently appointed clerk in completing the financial records for the financial year, which were delayed due to the sudden passing of the former clerk.

We have, consequently, completed and signed the 'Internal Audit Report' in the year's Annual Return, having concluded that, in most respects, other than those in relation to the delayed preparation of the year's accounting detail and adoption of the year's Annual Return by 30th June 2016, together with the apparent non-adoption of a formal risk register during the course of the financial year, the control objectives set out in that Report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council's accounting records have been maintained in spreadsheet format, which we consider appropriate for the level of annual transactions taking place. We do however consider that the task of preparing the periodic budget reports and detailed year-end Statement of Accounts would be simplified were further columns employed in the cashbook spreadsheet to analyse receipts and payments over the various headings as reported in the detailed Accounts.

We note that the Council's main financial transactions for the year have been effected through two Nat West bank accounts (a Current and Deposit account, with an automatic daily sweep to retain a £200 balance in the Current Account). Two further accounts are in existence with the Unity Trust Bank, although only minimal transactions have occurred on one of those accounts during the year and none on the other. We also note from our review of minutes that the Council has been experiencing difficulties with revisions to bank mandates during the year, particularly with the Nat West accounts.

Our objectives in this area are to ensure that the accounting records are maintained accurately and in a timely manner with detail reconciled routinely to the various bank accounts in use. We have: -

- Verified that the closing balances reported in the 2014-15 Annual Return have been "rolled-over" correctly as opening balances for 2015-16;
- Verified transactions on all accounts for the full financial year, this being our first year of appointment and also given the relatively low volume of transactions in the year;
- Noted that interest on the Nat West Deposit Account each month is being paid net of Basic Rate Tax: as a corporate body, this interest should be paid gross;
- Also noted that Nat West are charging significant fees each month and urge the Council to rationalise its banking arrangements ideally using the Unity Trust accounts, which, in our experience only make a standard monthly charge, which will most probably be below the amount being charge currently by Nat West; and
- Verified the accuracy of the year-end bank reconciliation on the combined accounts, agreeing detail to the gross Statement of Accounts and Annual Return, as prepared by the new Clerk.

Conclusions and recommendations

We are pleased to report that no significant issues have been identified in this area, although, as indicated above, we would urge the Council to consider rationalising its banking arrangements, also ensuring that charges are minimised and that the tax deducted in error in 2015-16 and presumably previous years by Nat West is recovered either directly from the bank or HMRC.

R1. Nat West bank and, if necessary, HMRC should be approached to seek recovery of the basic rate tax deducted from the gross interest earned on the Deposit account in the current and previous years.

R2. Urgent consideration should be given to rationalising the banking arrangements whilst ensuring that bank charges are minimised.

R3. In order to simplify the task of identifying the analysis of receipts and payments for inclusion in budget reports and the year's detailed Statement of Accounts; consideration should be given to the inclusion of appropriate analysis columns in the cashbook.

Review of Corporate Governance

Our objective in this area is to ensure that the Council has robust corporate governance documentation and procedures in place; that Council meetings are conducted in accordance with the adopted Standing Orders and that, as far as we may reasonably be expected to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the Council's and Standing Committees' minutes for the financial year and to date in the current year to identify whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability; and
- Noted that both Standing Orders (SOs) and Financial Regulations (FRs) have been reviewed and re-adopted at the full Council meeting held in August 2016: examination of their content indicates that neither appear to be based on the latest available NALC model documents. The most recent version of the NALC model Financial Regulations was issued in January 2016 and incorporates appropriate references to the revised EU Regulations (April 2015) on procurement, as below.

The above referenced change in EU Regulations pertaining to tendering that became effective from 1st April 2015 now requires that all tenders with an anticipated value in excess of £25,000 over their life must be formally advertised in the Government's "Contract Finder" website. Whilst we appreciate that the Council currently does not incur expenditure above that level, the grounds maintenance contractor's annual cost is approaching that level and may well need to be considered for appropriate action under these Regulations.

In order to assist the Clerk and Council, we have provided electronic copies of available published NALC guidance on procurement, together with various Legal Topic Notes issued during 2015-16 in this respect. As a consequence of this legislative change, a maximum value for formal tender action, as recorded in both SOs and FRs (currently identified as £60,000 in each) should be revised to a maximum of £25,000, although we consider that, for a Council the size of Wraysbury, a more appropriate level for formal tender action would be nearer £15,000: we consider that the present lower value of £3,000 for the acquisition of quotes, as currently recorded in the SOs and FRs, to be appropriate for the Council's present requirements.

In examining the most recently adopted version of the Council's FRs, we have noted a few instances where the current modus operandi is at odds with the stated requirements of the FRs; most notably in relation to the processing and authorisation of payments (please see next section of this report in relation to our Review of Expenditure). We have also noted a few typographical errors and instances where paragraphs are seemingly incomplete (e.g. para 9.3). We have also provided the Clerk with an electronic copy of the latest version of the NALC Model FRs in order to assist the extant document's further review and update in order to ensure compliance with the above legislative change: we do not, unfortunately, have an electronic copy of the latest model SOs, but believe one can be obtained from NALC or SLCC.

We have examined the Council's and Standing Committees' minutes for the financial year and to date in 2016-17 and are pleased to record that, as far as we are able to ascertain, there are no significant issues arising that might give rise to ultra vires expenditure or other forms of potentially

unlawful activity, also that the Council is continuing to manage its resources effectively and that no indications exist of potential problems with the Council's ongoing financial viability.

However, other than the monthly schedules held on the file of processed purchase invoices, which identify some grants and donations as made under Section 137 – the “Free resource”, no indication exists indicating consideration of the relevant powers being relied on for provision of these grants and donations. Section 137 should only be applied where no other specific power exists or “for the benefit of a proportion of the local electorate”; consequently, we suggest that, in line with best practice, the consideration and approval of all grants and donations should be minuted separately, together with identification of the powers being relied on.

Finally, in this area, we are pleased to note that full detail of payments is recorded in the minutes, and that in most months, but not all, detail of the cheque numbers is also recorded. Again, in line with best practice, we suggest that detail of cheque numbers and Direct Debits (ideally with a unique cross reference for each such payment) are recorded in the minutes in order to provide clear evidence of continuity of cheque usage, etc.

We also wish to thank the Chairman for completing our “Governance questionnaire”, the content of which we have examined and consider provides appropriate evidence of the general effectiveness of the Council's internal controls.

Conclusions and recommendations

Whilst we fully appreciate the reasons for the delayed preparation of the Council's Accounts and formal adoption of the 2015-16 Annual Return, this is the second consecutive year where the statutory deadline has not been met. Consequently, we remind the Council of the need to put in place appropriate contingency arrangements, which should form part of the formal risk assessment, to ensure that in future years the Council does not again fail to meet the statutory deadlines for completion and adoption of the Annual Return.

As above, we wish to draw the Clerk and members' attention to the revised EU Regulations in relation to contracting and tendering and the consequent need to revise SOs and FRs accordingly. We also ask that the FRs be reviewed to ensure that they meet the Council's specific procedural requirements and that, where currently deviating from actual working practice, the latter is either brought into line with the approved procedures or the formal procedures are amended accordingly.

- R4. *The Council should ensure that appropriate contingency arrangements are put in place to ensure compliance with the statutory deadlines for the production and formal adoption of the year's Annual Return.*
- R5. *The Council will need to ensure that, should any contractual obligations arise exceeding the £25,000 tendering EU legislative reporting requirements, appropriate measures are taken to ensure compliance.*
- R6. *The extant Standing Orders and Financial Regulations should be revised in line with the latest NALC Models to reflect the above changes in EU contract reporting requirements, ideally setting a lower value as indicated in the body of the report.*
- R7. *Members should consider and minutes formally record the specific powers relied on when each grants and /or donation is considered and approved.*

R8. Detail of cheque numbers and Direct Debits should be recorded in the minutes together with detail of the approved individual payments in line with the requirements of the Transparency Code.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- All payments are subject to appropriate approval in accordance with the Council's approved procedures;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount; and
- VAT has been appropriately identified for periodic recovery.

We have reviewed the Council's approach to the approval and authorisation of release of moneys to traders and staff and consider that they are generally sound, although we note that invoices bear no indication of specific review or approval by the Clerk or RFO contrary to the requirements of the FRs (Section 5 refers). In this respect and again in line with best practice we suggest that a suitably designed rubber stamp be acquired and be affixed to each payment document: the stamp should include provision for the Clerk / RFO to initial confirming receipt of the goods / services and arithmetic accuracy of the invoice (FRs refer, as above); together with the initials of the two members approving and authorising release of the payment. Additionally, in order to provide a full audit trail, provision should be made for the cheque number or unique direct debit / BACS reference number (as above) and date of payment to be included on the stamp.

This being our first year as the Council's internal auditor, we have reviewed the full year's transactions seeking to ensure compliance with the above criteria. In examining the file of supporting documentation, we noted that, as indicated above, no formal evidence existed of the specific approval of the payment of individual grants and donations. We also noted a few additional instances where no formal documents supporting various payments were on the file. Specifically, the first half-year's PWLB loan repayment demand and annual Non-domestic rates bill (paid monthly) were not present, nor was any document available in support of the payment of members' allowances (chq. Nos. 846 – 849 and 938 - 941) or other miscellaneous grants and donations (chq. Nos. 893, 918, 917 and 942) and miscellaneous payments to staff (chq. Nos. 859, 864 – 865, 879, 890, 909, 923 and 929).

Whilst we acknowledge, as above, that payments are detailed in the minutes, we consider that in order for members to demonstrate fully and effectively the discharge of their fiduciary responsibilities all such payments should be supported by a proforma invoice duly signed / certified as above.

In noting the twice yearly payment of allowances to certain councillors, we note that these have not been processed through the payroll, as is generally (in our experience) the case, as such payments are regarded as earned income by HMRC: it may well be that the members involved are declaring

these payments independently, but suggest that for expediency and to ensure that the Council is not left exposed to potential surcharge by HMRC for failure to declare these payments, in future they be processed through the Council's payroll.

We are pleased to note that, following previous comment, a VAT return covering the period from 1st April 2015 to 29th February 2016 has been prepared totalling £8,497.89, detail of which we have agreed to the spreadsheet cashbook. Whilst not a significant issue, we note that the FRs (paragraph 9.8) indicate that reclaims should "be made at least annually coinciding with the financial year-end" and note that the 3rd March 2016 vatable amounts totalling £227.57 have not been included in the year's reclaim.

Additionally, in examining the clerk's expense claims during the year, we noted that the VAT on certain vatable items of stationery acquired during the year has not been identified for recovery (e.g. chq. no. 903). Whilst ideally, any invoice should be made out in the name of the Parish Council, were such acquisitions made through a petty cash account and be demonstrably for the use of the Council, the VAT incurred may be reclaimed.

We have also noted the previous debate on the reclaim of VAT incurred by the Charity and understand that the position has been clarified with no such further reclaims included in the 2015-16 accounting records.

Conclusions and recommendations

We are pleased to record that no significant issues have arisen from our work in this area, although we consider that, in line with best working practice and to fully ensure compliance with the Council's FRs, certain enhancements should be implemented to further strengthen existing controls and afford clear evidence of members' effective discharge of their fiduciary responsibilities.

- R9. Where no formal invoice is available to support a payment, a proforma should be prepared and be retained on file in order to afford a complete audit trail: where the payment refers to a grant or donation, a copy of the appropriate approving minute would suffice.*
- R10. Consideration should be given to the acquisition of a suitably designed rubber certification stamp to be affixed to each invoice or proforma invoice supporting payments incorporating the detail as indicated in the body of this report.*
- R11. Consideration should be given to the payment of members' half-yearly allowances through the payroll.*
- R12. VAT reclaims should, in future, be prepared and submitted more frequently than once annually and cover the financial year in line with the Council's Financial Regulations.*
- R13. Where VAT is incurred on miscellaneous expenses by the clerk, detail could and should be identified for recovery from HMRC.*

Assessment and Management of Risk

Local councils are required to put in place appropriate arrangements to assess and manage all potential risks, financial and other, to which they may be exposed, also ensuring that appropriate insurance cover is in place (Governance and Accountability Manual – “The Practitioner’s Guide” refers).

Paragraph 2.104 of the Manual refers, as follows:

“The council generally and members individually are responsible for risk management, because risks threaten the achievement of policy objectives. As a minimum, at least once each year, members must:

- take steps to identify and update their record of key risks facing the council;*
- evaluate the potential consequences to the council if an event identified as a risk takes place;*
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and*
- record any conclusions or decisions reached.”*

We have examined the current year’s insurance schedules noting that cover continues to be provided by Aviva for premises, whilst general cover (i.e. Public and Employer’s Liability) is provided by Zurich Municipal. We consider that cover remains appropriate for the Council’s present needs with Employer’s and Public Liability cover both set at £10 million and Fidelity Guarantee cover at £250,000.

We note previous adverse comment on the Council’s apparent failure to assess and adopt formally a risk assessment document during 2014-15 and have seen no indication of any action to remedy the position during 2015-16, although we are pleased to note that appropriate action has recently been taken in respect of 2016-17.

Examination of the latter document indicates that it is potentially “thin” and does not afford a full assessment of the potential financial risks facing the Council (e.g. additional audit fees for failure to comply with extant legislation in relation to the adoption of the Annual Return). Consequently, we have provided the clerk with a more robust specimen document as used by a few of our clients, suitably tailored to their individual requirements.

We also draw attention to the existence of more detailed software developed by a company in Scotland (DMH Solutions) specifically for this tier of Local government, which is also used by a number of our clients. This software (Local Council Risk System – LCRS) is available over the internet in disc format at a cost of approximately £100 plus VAT and caters for some 50 potential areas applying to local councils with detail of a total of some 500 individual risks. Users identify the relevant services comparing their inherent controls against the “ideal controls” identified in the software and then score (“0” for non-applicability to “3” for high) for the likelihood of the risk materialising and also the potential financial or political impact were it to occur.

The software also includes, for virtually each of the potential 500 individual risks, appropriate reference to any relevant legislation and then generates a detailed risk register of areas assessed, together with an Action Plan of any areas where the product of the likelihood and impact are assessed as medium to high. The software also generates insurance and health and safety checklists.

Conclusions and recommendations

Whilst, as above, we note the preparation and adoption of a risk assessment covering 2016-17, none appears to have been considered in 2015-16: consequently, we have had to record a negative response in the IA Report in the year's Annual Return. Also, as above, we consider that the existing register requires "fleshing out" to identify all potential risks to which the Council may be exposed and commend either the sample document provided or the above software (LCRS) as affording a more detailed and meaningful assessment of the potential areas of risk to which the Council could be exposed.

R14. The Council must ensure that in future years it complies fully with the requirements of the Governance and Accountability Manual reviewing and re-adopting formally its risk management register.

R15. Consideration should be given to the acquisition of the LCRS software or, as a minimum, expanding the existing register's assessments to include and address, inter alia, more robust concerns such as the potential risks arising from staff changes or unavailability.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Royal Borough: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains sufficient funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, following due debate, the Council finalised its budget and precept deliberations for 2016-17 formally adopting the latter at £66,200, an increase of 4.97% on the prior year, at the January 2016 meeting.

We are pleased to note that members have been provided with periodic budget monitoring reports during the year. We have also considered the level of retained reserves as at 31st March 2016, which total £122,840, including identified earmarked reserves of £95,100. The residual General Fund balance of £27,740 equates to in excess of three months' revenue spending, which sits appropriately within the generally recognised CiPFA guideline of between three and six months' such spending, although we acknowledge the Council's expressed intention to increase the overall funds held with appropriate future increases in the level of precept requested.

Conclusions

We are pleased to record that no issues arise in this area.

Review of Income

The Council receives income from a limited number of sources in addition to the precept including various grants and donations, plus rent of various properties and VAT recoveries.

Due to the lateness of our appointment and need for urgent clearance of the year's Annual Return, we have not examined income streams in any great depth, other than to verify detail of amounts

received to the underlying records: we also note that a review of some rental agreements has taken place recently and suggest that, with the appointment of a new permanent clerk, the status of all such leases should be reviewed to ensure that appropriate market rents are being charged in accordance with the terms of the agreements.

We have also suggested to the Clerk that the Charity's lease on the Village Hall should be reviewed to ensure that all power, light and heating services, together with maintenance of the building are appropriately identified in the lease.

Conclusions

Whilst no issues have been identified in this area of our review process warranting formal comment or recommendation, we suggest, as above, that the lease agreements for hirers of Council premises be examined to ensure that rents have been reviewed periodically in accordance with the agreements. We also suggest that, where applicable, the leases are reviewed to ensure appropriate market rents are being levied: additionally, as above, we suggest that the Village Hall maintenance and power, etc services are appropriately reflected therein.

Petty Cash Account

The Council does not operate a petty cash account: the clerk maintains a record of her expenses and submits a reclaim each month, detail of which we have reviewed and verified as part of our above expenditure review. No issues arise in that respect apart from the need to identify any VAT incurred for inclusion on the reclaims submitted to HMRC.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being observed appropriately as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions.

We note that the Council uses the services of an external payroll bureau. In order to ensure compliance with the above objectives, we have: -

- Ensured that the gross salaries applied in 2015-16 to the new and previous Clerks' and other officers have been paid at the approved rate of pay;
- Verified the net payments made to the staff in March 2016;
- Endeavoured to verify detail of the computations of tax and national insurance deductions, where applicable;
- Ensured the appropriate payment of tax and NI contributions to HMRC for the year; and
- Examined the new Clerk's formal contract of employment.

Conclusions and recommendation

We are pleased to record that no issues have been identified in this area of our review process other than in relation to tax deductions, where we have noted that in the first four months of the year that the former clerk's salary, until his resignation, exceeded the threshold for NI contributions. The payroll bureau documentation indicates that the "Employer's contribution"

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If any areas give rise to potential negative comments, consider inclusion as a formal recommendation

1. Accounting records

Programme	Commentary	Note ref.	Recommendation
1.1 Establish whether the cashbook is maintained on a bespoke accounting package, in manuscript or spreadsheet format. Review the procedure for and frequency of entering detail in the record. Identify / record detail of bank accounts in use and consider reasonableness.			
1.2 Does the ledger/cashbook include sufficient analysis to make preparation of the annual Accounts and Annual Return straightforward?			
1.3 Is VAT identified separately in the coding analysis / cashbook?			
1.4 Verify that previous year closing balances are correctly brought forward?			
1.5 Where applicable, check the procedures in place for preparing and counter checking of journals.			
1.6 Test a sample of transactions throughout the year between the cashbook and bank statements and inter-account transfers.			
1.7 Where a bespoke accounting package or spreadsheet is in use, check backup and restore procedures to ensure integrity of information.			
1.8 Obtain a copy of the external audit certificate for the prior year, together with any more detailed report, and consider any actions that need to be taken by client or us this year in relation to issues raised by the external auditor and document them accordingly.			

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2. Review of Corporate Governance; Potential risks of Fraudulent Activity

Programme	Commentary	Note ref.	Recommendation
<p>2.1 Has the Council prepared and adopted Standing Orders and Financial Regulations: do they reflect recent legislative changes and are they in line with the latest NALC models? (<i>Obtain electronic copies for retention on Perm. File</i>).</p>			
<p>2.2 Undertake an overview of FRs and ensure actual working practice is compliant when examining individual systems (e.g. tenders, quotes and intact banking of income).</p>			
<p>2.3 Has the Council adopted the General Power of Competence)? (NB: This has to be re-adopted in the year following an election by formal resolution of the Council).</p>			
<p>2.4 Establish whether the Council has prepared any financial procedures documentation. This represents best practice and provides a start point for new appointees in the event of long term absence of the clerk: (external auditors are also questioning the existence of these at smaller councils).</p>			
<p>2.5 Review minutes for any salient financial or other issues that may affect the Council's future performance and financial stability.</p>			
<p>2.6 Ensure that the value of the annual precept (and CT Support Grant) is minuted formally and take a copy of the minute approving the amount and file accordingly.</p>			

Parish / Town Council**Financial year****2016-17****Date**

Set up by:

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<p>2.7 Consider the Council's approach to corporate governance: have any matters come to our attention that indicates that the Council cannot answer "Yes" to all of the assertions in the Annual Governance Statement (Section 1 of the Annual Return).</p>			
<p>2.8 Has the Council taken any action to change banking arrangements following repeal of the LG Act 1972 Section 150(5) and is it intending to utilise electronic banking facilities? If so, have appropriate controls been put in place to minimise the risk of fraud and loss of Council resources (See JPAG document - "Safeguarding Public Money"?)</p>			
<p>2.10 Ensure that the tendering limits are consistent between SOs and FRs.</p>			
<p>2.11 For Councils with an annual budgeted turnover of less than £25,000, ensure that they have complied with the requirements of the Transparency Code for smaller authorities, which became mandatory from 1st April 2015.</p>			

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3. Review of Payment Procedures; Approvals and Associated issues including VAT identification and recovery

Programme	Commentary	Note ref.	Recommendation
<p>3.1 Document the Council's approach to the approval of expenditure (ordering and invoice certification) and release of moneys to traders. Where BACS and / or Direct Debits are used, ensure that appropriate authorisation procedures are in place over the release of moneys. Also ensure that appropriate maximum limits have been agreed with the bankers over individual and weekly / monthly transaction levels.</p>			
<p>3.2 Members should be examining invoices when signing cheques or payment schedules authorising release of moneys: they should also, ideally, be initialling invoices examined to evidence review and help prevent duplicate payments arising. (suggest use of a certification stamp)</p>			
<p>3.3 Review a sample of payments to ensure that they are supported by invoices / or other appropriate form of supporting documentation, such as acknowledgements of receipt (grants, donations, etc.) where no invoice is appropriate and are approved for payment by members. Where only a percentage is checked, use the s/sheet template to record the test sample.</p>			
<p>3.4 Ensure that, where an official ordering system is in place, an order has been raised for each item of goods or services provided, where expected. (NB. This will be dependent on size of council).</p>			

Parish / Town Council

Financial year

2016-17

Date

Set up by:

Done by:

Reviewed by:

<p>3.5 Ensure that the appropriate Cost Centre and Nominal Codes / cash book analysis have been applied to payments in the test sample at 3.3 above. Pay particular attention to the analysis between staff costs and other payments, as this affects the analysis in the Annual Return (agency staff should be regarded as non-pay expenditure).</p>			
<p>3.6 Ensure that the Council's SOs and FRs have been observed when obtaining tenders and quotes for supply of goods and services (note new tender limits and advertising requirements [2015 EU legislation refers] – detail on “Shared documentation” folder).</p>			
<p>3.7 Are all payments, including bank charges, direct debits, etc. formally recorded in the agenda / minutes or an attached schedule (ideally also identifying the cheque number, where appropriate, payee and amount (including VAT))?</p>			
<p>3.8 Is VAT correctly calculated and recorded in the financial ledger / cashbook? Ensure that VAT is recovered periodically and verify, as a minimum, the year-end reclaim to the underlying records and, if appropriate, the correct treatment, generally as a debtor, in the Annual Return.</p>			
<p>3.9 Prepare and /or update annually the analytical review spreadsheet of payments made in the year, once the Accounts have been finalised.</p>			

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4. Assessment and Management of Risks

Programme	Commentary	Note ref.	Recommendation
<p>4.1 Ensure that the Council carried out an assessment of potential risks (both financial and Health & Safety issues) in the year of audit and took appropriate steps to manage those risks - in accordance with the requirements of Assertion 5 in Section 1 of the Annual Return. (Please note that the 2016 Practitioners' Guide (para. 1.5), requires an authority "to have appropriate evidence to support a 'Yes' answer to an assertion in Section 1 of the Annual Return, for example a reference in a set of formal minutes") .</p>			
<p>4.2 Review the Council's insurance policy (ies) to ensure that adequate coverage has been obtained for all aspects and that all appropriate assets are adequately insured. Either copy only the relevant pages with financial detail or prepare a summary of the levels of cover afforded if too many pages. (Guide lines: <i>Employer's liability - £10m; Public Liability - £10m; Fidelity Guarantee – half year's precept + year-end balance</i>)</p>			

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5. Precept determination and budget control

Programme	Commentary	Note ref.	Recommendation
<p>5.1 Has the Council undertaken a budget determination exercise, which forms the basis of the annual precept request from the parent Council? Examine and assess its adequacy (see 2.6 above re formal approval of annual precept). Consider the impact of any capping that central government may apply and /or reduction in CT Support Grant for 2016-17.</p>			
<p>5.2 Does the Council receive regular reports identifying the budget position throughout the year? Where interim visits are undertaken, examine the outturn to date and record detail of / reasons for any significant variances.</p>			
<p>5.3 Has the Council formally approved the establishment of specific reserves: are the utilisation of reserves and the return of unused balances to the General Fund reported to the Council at regular intervals?</p>			
<p>5.4 Review year-end reserves and General Fund balances to ensure that they are both appropriate and are likely to be utilised. (NB: Rule of thumb is that the GF balance should equate to between three & six months' revenue spending.</p>			
<p>5.5 Review the year-end outturn and follow up any significant variances from the proposed detailed budget (NB: this may not apply to smaller councils). Consider this in conjunction with the update of the annual analysis of income/ expenditure at sections 3 & 6.</p>			

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6. Review of Income Control Systems

Programme	Commentary	Note ref.	Recommendation
<p>6.1 Establish the sources of income available to the Council and determine whether the Council has implemented any form of monitoring to ensure that income due is accounted for and recovered. Review income levels and update the annual analysis of income by heading. Where significant variances between years are identified, undertake more detailed testing, as per the detailed work schedules for each income source.</p>			
<p>6.2 Does the Council regularly review the level of fees and charges at least once a year, as part of its budgetary process or annual review of services? (Please note, this is set out as a requirement in regulation 9.3 of the NALC model FRs).</p>			
<p>6.3 As and when each income stream is examined formally document the procedures and controls in place and test for compliance with those controls and Fin. Reg'ns accordingly.</p>			
<p>6.4 In conjunction with 6.3 above, trace a sample of income from source documents such as hall and sports field booking diaries, undertaker's burial applications, etc. through Council receipts to the bank slips and statements. (See ASL Audit Manual for approach to individual system review and testing approach to be applied).</p>			

Parish / Town Council

Financial year

2016-17

Date

Set up by:

Done by:

Reviewed by:

<p>6.5 Ensure that all receipts are banked promptly and that receipts clearly identify whether income is by way of cash or cheques. Ensure that the bank paying in slip reflects the correct analysis between cash and cheques and that no 'teeming and lading' has occurred.</p>			
<p>6.6 Check whether or not the Council has established whether it should be charging VAT for services provided and ensure that these are correctly entered in the relevant accounting records</p>			
<p>6.7 Review sales ledger detail, where in use, or other control records for any long-standing uncleared debts and/ or unmatched receipts.</p>			
<p>6.8 Review detail on nominal accounts / cashbook analysis for any unusual entries or apparent areas where income due to the Council is not being received promptly or appropriately.</p>			

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7. Petty cash records and Usage of Credit / Debit Cards

Programme	Commentary	Note ref.	Recommendation
<p>7.1 Establish whether the Council operates a petty cash account and assess the soundness of the control system. Is it operated on an "imprest" basis? (check detail against FR requirements – see 2.2 above)</p>			
<p>7.2 If an "imprest" system is operated, has the Council formally agreed the level of petty cash imprest to be held (generally covered by Fin. Reg'ns) and do they review and approve reimbursements?</p>			
<p>7.3 Are all payments supported by a signed petty cash voucher and / or a trader's invoice/fill receipt?</p>			
<p>7.4 Is VAT being identified in the petty cash records and recovered at regular intervals?</p>			
<p>7.5 Ensure that reimbursement cheques are correctly recorded in the petty cash records.</p>			
<p>7.6 Does an independent officer or member periodically check and agree the cash holding to the underlying records? Agree physical cash held to underlying records.</p>			
<p>7.7 Where credit or debit cards are in use, review the controls in place and ensure that all payments are appropriate and effectively supported. Also ensure that appropriate financial limits on individual and monthly spending are in place.</p>			

Set up by:

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8. Salaries and wages

Programme	Commentary	Note ref.	Recommendation
<p>8.1 Obtain a copy of the Council's staff establishment list, if in existence: identify grade / hourly pay rate and basic working hours for employees and check a sample of employment contracts for new employees and record detail.</p>			
<p>8.2 Where staff changes have occurred, ensure that Council has approved formally the working hours and NIC scale point or hourly rate payable for each new employee. Where pay rises are agreed, they should be formally approved by Council – obtain copies of relevant detail.</p>			
<p>8.3 Identify and document the Council's procedures in relation to the appointment of new personnel, processing weekly / monthly payrolls, including the physical payment of salaries. Ensure that appropriate controls are in place to verify the accuracy of payments to staff and Tax / NI & pension contributions to the relevant agencies. Where BACS is used, ensure that appropriate authorisation procedures are in place over the release of moneys, as at 3.1 above.</p>			
<p>8.4 Does the Council maintain formal payroll records and deduct tax and NI at source, as required by HMRC? Record detail of payroll software or agency provider in use.</p>			

Parish / Town Council

Financial year

2016-17

Date

Set up by:

Done by:

Reviewed by:

<p>8.5 Check a sample (dependent on nos.) of one month's and/or week's (where applicable) payslip detail to supporting records/Council approved salary levels for both accuracy of amount paid and, where relevant, certification by an appropriate officer.</p>			
<p>8.6 Check payroll deductions to tax and NI tables using the current year's HMRC web site or NJA's "Payroll tester 2016-17" (Shared document folder) to ensure accuracy and that the correct tables are being applied.</p>			
<p>8.7 Ensure that pension contributions are being calculated appropriately in line with the LG pension scheme as last amended from 1.4.15.</p>			
<p>8.8 Ensure that any additions to pay (overtime and allowances) are, where applicable, incorporated in their terms and conditions of employment: if not, any resultant payments should be approved by the Council not an officer and the Clerk's overtime should always be member approved.</p>			
<p>8.9 Verify the accuracy of payments made to individuals and external agencies in the month under review.</p>			
<p>8.10 Has the Council complied with the auto-enrolment pension requirements or taken appropriate measures to ensure compliance with the staging date?</p>			
<p>8.11 Ensure that regular returns are being prepared accurately and are being submitted in accordance with the revised HMRC RTI reporting requirements.</p>			

Set up by:

Done by:

Reviewed by:

9. Asset Registers

Programme	Commentary	Note ref.	Recommendation
<p>9.1 Establish whether the Council is maintaining Asset & Inventory Registers as required by the Practitioner's Guide.</p>			
<p>9.2 Do the Registers identify all assets and equipment owned by the Council, separately detailing capital assets and those of an inventory nature (i.e. those below the approved capitalisation threshold)? Where applicable, detail should also identify registration / serial numbers. (*Please note that, as well as documenting Council-owned assets, the Register should include details of any leased assets and / or assets held in trust, appropriately identifying the Council's relationship to the assets in question.)</p>			
<p>9.3 Ensure that the Annual Return asset value at Box 9 of Section 2 is based on purchase cost, as per the Practitioner's Guide, and is neither appreciated in line with annual insurance schedule uplifts or depreciated: such accounting concepts are only applicable where councils are preparing full statutory accounts under the LG SORP. (Please note, whilst, as stated above, all assets the Council has an interest in should be recorded in the asset register, only Council-owned assets are to be reported in Section 2, Box 9.</p>			

Set up by:

Done by:

Reviewed by:

10. Investments & Loans

Programme	Commentary	Note ref.	Recommendation
<p>10.1 Where investments are held, verify their value as at 31st March to prime documents and obtain copies for future reference. Long-term “investments” (i.e. deposits for longer than 1 year) must be regarded as fixed assets and be appropriately disclosed in the asset and investment register (NB: this also applies to stocks and shares) They must be regarded as an expense at purchase cost in Box 6 in the year of “acquisition” and as income at sale value in Box 3 on “disposal”.</p>			
<p>10.2 Where “investments” are held in excess of £0.5m a formal Investment Policy must be in place.</p>			
<p>10.3 Ensure that the Council is receiving all dividends and interest due on investments and that detail is recorded appropriately in the year of physical receipt and should not be apportioned across two years’ accounts.</p>			
<p>10.4 Ensure that any new loans acquired in the year have been subjected to the appropriate loan sanction approval procedures through county associations and DC&LG; review and obtain copies of the relevant documentation.</p>			
<p>10.5 Ensure that the balance of loan liability recorded in the Accounts/Annual Return is correct and that interest and capital repayments are correctly recorded in accordance with the Practitioners’ Guide.</p>			
<p>10.6 Where the Council has issued loans to local bodies, review and obtain copies of the relevant agreements and ensure that appropriate guarantees have been obtained covering repayment of outstanding loans.</p>			

Set up by:

Done by:

Reviewed by:

11. Bank reconciliations

Programme	Commentary	Note ref.	Recommendation
11.1 Ensure that the Council has, as a minimum, carried out a reconciliation of the cashbook to the bank account(s) at the year-end: these should be undertaken at least quarterly and be subject to independent officer (where the Council employs an RFO in addition to the clerk) or members (ideally the Council Chairman or Chair of Finance) to reduce the risk of manipulation or continued absence of action to chase up and clear any long-standing uncleared cheques or other potentially anomalous entries.			
11.2 Review and agree detail on a sample of reconciliation(s) during the year. As a minimum, the year-end reconciliation should be verified and copies of the year-end bank statements taken for the file (NB: year-end statements only).			
11.3 Ensure that any 'out of date' cheques are being written back promptly in the cash book and that no "anomalous" balancing entries are included in the reconciliation detail.			

Set up by:

Done by:

Reviewed by:

12. Annual Return / Financial Statements

Programme	Commentary	Note ref.	Recommendation
<p>12.1 Examine the Statements of Account to ensure that they are complete including:</p> <ul style="list-style-type: none"> • An Income & Expenditure or Receipts & Payments Account, in accordance with legislative requirements (i.e. >£200k for I&E A/cs and <£200k for R&P A/cs) • A Balance Sheet (where appropriate) • Supporting Statements and Notes <p>NB: Accounts should ideally be in the standardised format as formerly promoted by the NALC.</p>			
<p>12.2 Agree the Accounts to the cashbook/financial ledger, including adjustments for opening and closing debtors and creditors (where appropriate).</p>			
<p>12.3 Where applicable, review the Council's arrangements for identifying year-end debtors and creditors and test the accuracy of those disclosed by reference to new-year receipts and payments. Obtain copies of relevant supporting schedules and ensure that no debtors (or creditors) remain unpaid for an undue length of time and that the Council has appropriate debt recovery procedures in place in conjunction with 6.7 above.</p>			
<p>12.4 Ensure that the value of capital acquisitions and/or disposals recorded on the R&P A/c or I&E A/c agrees with the increased value recorded on the Supporting Statement/Balance Sheet & Annual Return.</p>			

Parish / Town Council

Financial year 2016-17

Date

Set up by:

Done by:

Reviewed by:

<p>12.5 Ensure that, where applicable, certified stock sheets support the value of any stocks recorded on the Balance Sheet. Where appropriate, ensure that retail/selling price control accounts are being prepared for all saleable stocks.</p>			
<p>12.6 Ensure that, where the GPoC is not in place, the upper limit for S.137 expenditure in the year has been correctly calculated and that expenditure does not exceed that value (NB: this is ring-fenced and any unspent balance may not be "rolled forward" to the next year).</p>			
<p>12.7 Ensure that the appropriate treatment has been applied to any charitable funds for which the Council acts as sole trustee: NB. I.e. they should be excluded from the Annual Return detail.</p>			
<p>12.8 Ensure that detail on the Annual Return is consistent with the Statement of Accounts and underlying accounting records. Obtain copies of Annual Return completed Sections 1 & 2.</p>			

*is not applicable, as the Council was covered by the “small businesses” exemption scheme resulting in the deduction of £50.79 (£11.04 + £13.25 * 3) from the total payments made to HMRC for the period. Unfortunately, government departments, including local government bodies at all levels were excluded from the small businesses’ exemption scheme and, consequently, the employers’ NI contributions are payable).*

Presumably, similar underpayments have occurred in the previous year and since inception of the exemption scheme, which will also require identification and payment over to HMRC.

We note that the payroll bureau summary detail of individual employees’ monthly salaries together with the amount payable to HMRC are held on the file of monthly invoices processed, although it affords no indication of the individual employees’ tax code. Consequently, we have been unable to verify the actual tax deductions in the months where employees’ earnings were above the likely taxable threshold. We suggest that, in future, either the payroll bureau be asked to identify individuals’ tax codes on the schedule or a copy of individuals’ payslips be taken and be attached to the summary documentation provided by the bureau.

No other issues arise in this area other than the previous suggestion that members’ half-yearly allowances be processed through the payroll in order to ensure any tax liability is observed and accounted for appropriately.

R16. The payroll service provider should be requested to include detail of employees’ tax codes on the monthly schedules summarising payroll computations. Alternatively, a copy of each employee’s monthly payslip should be attached to the documentation.

R17. The clerk should liaise with HMRC to ensure that the underpaid “employer’s NI contributions in 2015-16 (and previously) are identified and paid over accordingly.

Asset Registers / Inventories

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We are pleased to note compliance with this requirement and have examined the register provided for our examination, noting an increase in total value of £9,263 relating to the new play equipment acquired from Komplan during the financial year, although the invoice is actually for a net amount of £9,275. We are also pleased to note that the uplifted asset value has been recorded appropriately in the year’s Annual Return: we do not consider the difference in assigned value material.

We note the intention to have the Council owned premises revalued in the near future and remind the Clerk and members that the Annual Return valuation should remain unchanged from year to year other than to reflect the cost of new additions (net of VAT) and previously recorded value of any disposals during the year.

A number of our clients have also developed photographic registers of their assets, which has proved of assistance in progressing any insurance claims where assets have either been stolen or damaged. We consider this a further area of best practice and commend it to the Council for future consideration.

Conclusions and recommendation

We are pleased to report that no areas of concern have been identified in this area of our review process, although, as indicated above, we suggest that a photographic register of the asset stock be developed.

R18. Consideration should be given to the development of a photographic register of the Council's asset stock in order to assist in the smooth progression of any insurance claim that may arise as a result of theft or damage to the property.

Investments and Loans

The Council has no long-term investments, surplus funds being held, as indicated previously, in both Nat West and Unity Bank deposit accounts.

We have verified detail of the second PWLB half-yearly loan repayment as part of the above expenditure testing by reference to their third part demand, also ensuring the accurate recording of the residual loan liability in the year's Annual Return.

Conclusions

No issues arise in this area warranting comment or recommendation.

Statement of Accounts and Annual Return

The Clerk has, as in previous years, prepared a detailed Statement of Accounts, which we have checked to the underlying cashbook record and other relevant supporting documentation. We have made previous reference to the ideal of expanding the spreadsheet cashbook to assist in the process of identifying cumulative receipts and payments under each heading as recorded on the detail Statement of Accounts.

Additionally, in examining the financial content of the 2015-16 Annual Return, we note that the year's precept has been recorded as £65,296: however, based on the precept submission to the Royal Borough for the financial year, it appears that the precept totalled £63,066, the balance arising from the Council Tax Support Grant received. As the latter does not form part of the Council's precept, it should be included as "Other income" at Box 3 of the Return.

Conclusions and recommendation

No additional issues arise in this area to those relating to the need to ensure compliance with the statutory timetable for adoption of the Accounts and Annual Return other than the need to amend the entries in Boxes 2 and 4 as the Support Grant should not be regarded as part of the Council's annual precept.

On the basis of work undertaken during the year, we have duly signed off the Internal Audit Report in the Annual Return assigning positive assurances in each relevant area other than in relation to above failure to formally re-adopt the risk register in the year.

R19. The Clerk and Council should ensure that the Annual Return financial detail is amended appropriately, as recorded in the body of the report, with the amended entries initialled by both the Clerk and Chairman.

Rec. No.	Recommendation	Response
Review of Accounting Records & Bank Reconciliations		
R1	Nat West bank and, if necessary, HMRC should be approached to seek recovery of the basic rate tax deducted from the gross interest earned on the Deposit account in the current and previous years.	
R2	Urgent consideration should be given to rationalising the banking arrangements whilst ensuring that bank charges are minimised.	
R3	In order to simplify the task of identifying the analysis of receipts and payments for inclusion in budget reports and the year's detailed Statement of Accounts, consideration should be given to the inclusion of appropriate analysis columns in the cashbook.	
Review of Corporate Governance		
R4	The Council should ensure that appropriate contingency arrangements are put in place to ensure compliance with the statutory deadlines for the production and formal adoption of the year's Annual Return.	
R5	The Council will need to ensure that, should any contractual obligations arise exceeding the £25,000 tendering EU legislative reporting requirements, appropriate measures are taken to ensure compliance.	
R6	The extant Standing Orders and Financial Regulations should be revised in line with the latest NALC Models to reflect the above changes in EU contract reporting requirements, ideally setting a lower value as indicated in the body of the report.	
R7	Members should consider and minutes formally record the specific powers relied on when each grants and /or donation is considered and approved.	
R8	Detail of cheque numbers and Direct Debits should be recorded in the minutes together with detail of the approved individual payments in line with the requirements of the Transparency Code.	
Review of Expenditure		
R9	Where no formal invoice is available to support a payment, a proforma should be prepared and be retained on file in order to afford a complete audit trail: where the payment refers to a grant or donation, a copy of the appropriate approving minute would suffice.	

Rec. Recommendation No.	Response
Review of Expenditure (Continued)	
R10	Consideration should be given to the acquisition of a suitably designed rubber certification stamp to be affixed to each invoice or proforma invoice supporting payments incorporating the detail as indicated in the body of this report.
R11	Consideration should be given to the payment of members' half-yearly allowances through the payroll.
R12	VAT reclaims should, in future, be prepared and submitted more frequently than once annually and cover the financial year in line with the Council's Financial Regulations.
R13	Where VAT is incurred on miscellaneous expenses by the clerk, detail could and should be identified for recovery from HMRC.
Assessment and Management of Risk	
R14	The Council must ensure that in future years it complies fully with the requirements of the Governance and Accountability Manual reviewing and re-adopting formally its risk management register.
R15	Consideration should be given to the acquisition of the LCRS software or, as a minimum, expanding the existing register's assessments to include and address, inter alia, more robust concerns such as the potential risks arising from staff changes or unavailability.
Review of Payroll	
R16	The payroll service provider should be requested to include detail of employees' tax codes on the monthly schedules summarising payroll computations. Alternatively, a copy of each employee's monthly payslip should be attached to the documentation.
R17	The clerk should liaise with HMRC to ensure that the underpaid "employer's NI contributions in 2015-16 (and previously) are identified and paid over accordingly.
Asset Register	
R18	Consideration should be given to the development of a photographic register of the Council's asset stock in order to assist in the smooth progression of any insurance claim that may arise as a result of theft or damage to the property.

Rec. Recommendation No.	Response
Statement of Accounts / Annual Return	
R19	The Clerk and Council should ensure that the Annual Return financial detail is amended appropriately, as recorded in the body of the report, with the amended entries initialled by both the Clerk and Chairman.

Application Form 2016 – 2017

Name of Organisation	Pontyclun Road Runners
Purpose of Organisation	To provide a social running group for people in the Pontyclun area.
Number of Participants /members	We have 425 members, of which well over 90 are active participants who run with us on a regular basis.
Number of Participants /members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	It is hard to be precise about this as we don't have address details for all of the members, but estimate that over half of the members and over 50 of the active participants live within the ward.
Age group of participants / members	18 to 65

Your application

Why do you need a grant?	The group was formed in January 2016, and in the past 14 months has grown from 5 regular runners to nearly 100. Our aim is to have a qualified run leader for each of our organized runs, but at the moment we only have 5 qualified leaders, who are unable to meet the demand for runs. Welsh Athletics provide the training and qualification through a one-day course that costs £140 per person.
What is the total cost of your requirements?	The cost to put 5 people through the Welsh Athletics course would be £700.
Will the grant generate revenue? If so, how much is the projected revenue?	No, this grant is to cover the cost of training 5 people as qualified and insured run leaders. The group doesn't have an income stream.
How much are you asking the Community Council for?	We have been able to raise £100 from the local community and would like £600 from the Community Council to make up the £700 needed.
Who will benefit from this grant?	Anyone in the local area who wishes to run with us. In the past 12 months we have run two beginners groups, through which 20 local people have started running on a regular basis. We are currently running a couch to 5K course and will be starting an improvers group shortly. Anyone is free to join us, although we cannot currently accept children or vulnerable adults, as we don't have the resources to implement appropriate safeguarding measures.
How will the grant support the achievement of the Community Council objectives?	Our group certainly encourages the participation of residents in the activities of the community, and makes a real contribution to the health and well-being of its members. We are accessible to the less well-off as we don't have a membership fee.

Additional Information: Please attach

1. your income and expenditure accounts for 2015/2016
2. your constitution or aims and objectives

Conditions of Grant:

If Pontyclun Community Council agree to give you a grant there are three conditions we would like you to agree.

1. Will you agree to participate in a community consultation event at which you will be given the opportunity to invite local people to support your organisation and explain the benefits gained from the community council grant?

I agree **I do not agree**

2. Will you agree to the Pontyclun Community Council putting the details of your organisation on the Community Council website so that members of the public can make contact with your organisation and provide a poster for the community Notice Board.

I agree **I do not agree**

3. Will you agree that the grant will not be used to fund any organisation other than the organisation making the application

I agree **I do not agree**

Your details for the Pontyclun Community Council web-site

Name of organisation	Pontyclun Road Runners
Brief description of organisation, meeting date, times and place	Community Running Group. Runs on Tuesdays and Thursdays meet at 6pm and 7pm in front of Leekes Runs on Wednesday meet at Pontyclun Rugby Club car park at 6:15pm Runs on Sunday usually start at 8:30am from the Miskin Arms or Arthur Llewellyn Jenkins
Contact name and position	Jonathan Mead - Secretary
Contact e-mail address	pontyclunrr@gmail.com
Contact telephone number	01443 231367
Web site address -- if applicable	https://www.facebook.com/groups/924743570913400/

Your contact details for the purposes of the application

Cheque payable to	Pontyclun Road Runners
Name of applicant	Jonathan Mead
Contact address	68 Windsor Drive, Miskin Pontyclun CF72 8SH
Email address	pontyclunrr@gmail.com
Signature	<i>J. I. Mead.</i>
Date	15 th March 2017

Aims & Objectives of Pontyclun Road Runners

AIMS

- To build a sustainable community of social runners within the Pontyclun, Talbot Green, Miskin & Llantrisant area
- To get people running, especially those who have previously been inactive through the provision of couch to 5K and other beginners programmes.
- To encourage runners of all abilities to enjoy the social nature of running in company, and provide help and encouragement to set and achieve personal goals.
- To provide several runs per week, led by qualified people to teach and maintain high standards of health and safety for all participants.
- To make running more accessible to people of all abilities.
- To provide information on events, running organisations & equipment, and encourage members of the group to enter events as part of the team.

OBJECTIVES

- Generate sufficient funding to have all current runs led by qualified leaders by the end of 2017, whilst staying free for members at the point of use.
- Continue to increase the number of regular participants at led runs.
- Develop the skills within the group to enable us to organize an event for other local runners in 2018.
- Continue to promote and strengthen our group identity and promote both the group and running within the local community.

Pontyclun Road Runners Accounts 2016-17

Income	
19-May-16	Sportslot Grant £945.00
27-Feb-17	Indiahh Fundraiser £100.00
Total Income	
£1,045.00	

Expenditure	
26-May-16	Leadership in Running Fitness SP £140.00
31-May-16	Leadership in Running Fitness KL £140.00
31-May-16	Leadership in Running Fitness SB £140.00
31-May-16	Leadership in Running Fitness NJ £140.00
06-Jun-16	Leadership in Running Fitness VM £140.00
29-Sep-16	Banner Flag £88.74
14-Mar-17	5 x First Aid Kits £49.50
	Reserve for First Aid Training x 5 £100.00
Total Expenditure	
£938.24	

Net Available Funds	£106.76
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App. 10

5 April 2017

**Re: Invitation to Y Pant School Annual Prize Giving on 6 April 2017
at 6.30 pm**

The Clerk would recommend not accepting this invitation in the pre-election period to avoid any potential accusations of illegal activity.

Y PANT SCHOOL

Chairperson : Mrs. S. Bolton

Headteacher : Mr. M. Powell

The Chairperson, Governors and Headteacher of the School
request the pleasure of your company with guest
at the School's

ANNUAL PRIZE GIVING

to be held at

Y PANT SCHOOL

on Thursday 6th April 2017 at 7.00 p.m.

Guest Speaker is Mr. Matt Elias
National Performance Coach for Welsh Athletics
And Olympic 400m Runner

R.S.V.P.

Pontyclun Community Council

21st December 2016

Footbridge at Nant Dyfrgi

Purpose of the report

To update members

Recommendation

Pontyclun Community Council notes and approves the emergency spend of £343.70.

Background

The old footbridge was removed and the new one installed on the 9 March 2017.

The old bridge was built into the buttresses whereas this new footbridge was placed on the existing structure and as a result there is a high step to access/exit which needs to be adjusted to ensure safe use.

The Caretaker has assessed the problem and devised a structure using the same wood as the footbridge to build a platform and reduce the height of the step.

The Clerk, in consultation with Councillors Paul Griffiths and Ken Forsdyke, authorised an emergency spend of £343.70 to order the wood. Delivery is expected within 7-10 days of the order placed on the 24 March. Once this is delivered the Caretaker will be able to set about the task of making the steep step safer for users.

S L Hardwoods - Hooray! We have received your order.

From: S L Hardwoods

Sent: Fri, 24 Mar, 2017 at 12:52

To: clerk@pontyclun-cc.gov.wales

Images not displayed: Show images or Always show images from this sender

S L Hardwoods : Hooray! We have received your order.

Dear Catherine Craven / Pontyclun community council

Thanks for deciding to shop with S L Hardwoods. This email is to confirm we have received your order. Our team will process it shortly.

Your order summary:

Email Address : clerk@pontyclun-cc.gov.wales

Order Number : SLH-2432017-56629

Order Details :

Product Name	Stock Code	Size	Option 1	Option 2	Weight	Quantity / Length	Price
Iroko Sawn Board	1000000008017	38mm	X 150mm	N/A	5.03	2.60	£31.59
Iroko Sawn Board	1000000008019	63mm	X 150mm	N/A	8.33	2.40	£48.36
Iroko Sawn Board	1000000008023	32mm	X 175mm	N/A	4.94	2.40	£28.66
Iroko Sawn Board	1000000008034	75mm	X 200mm	N/A	13.23	2.60	£85.98
Iroko Sawn Board	1000000008038	38mm	X 225mm	N/A	7.54	2.60	£47.40
Sub Total:						£241.99	
VAT:						£48.40	
Delivery (UK Only):						£53.31	
Total Weight:						98.9280	
TOTAL:						£343.70	

Thank you for your recent order which we will handle with the utmost care and attention.

We endeavour to do our best, to enhance your Web purchasing experience, on all orders that we receive whether from new or existing customers.

We try to achieve a 7-10 day delivery, however, due to the nature of the products that we sell, if you are placing a larger order our delivery period may be longer. If your order is wanted urgently, please telephone us for more accurate delivery time scale.

If you have any questions please let us know by telephone on 020 3051 4794 or by email at info@slhardwoods.co.uk.

Kind Regards
S L Hardwoods team

SL Hardwoods VAT No: 677 8349 70 Company No: 1138585

***** This is an Automated Email - Please do not reply *****