

Minutes of Extra-ordinary AUDIT meeting of Llangunnor Community Council held 'remotely' on Friday 5TH July 2023 at 6.30pm

PRESENT: Cllrs. G Bevan, J Slate, E Williams, G Slate, P Totterdale

One elector in addition to the clerk

1. APOLOGIES: Cllr. L Whatley, C Evans, M Williams, A Wadeward.

2. Declaration of Interest – None

3.The Draft Accounting Statements and accompanying paperwork, for the 2022-23 Financial Year, was circulated by the Clerk, who talked through the figures, and submission comments Including the Annual governance Statement, answering any questions as they arose. The figures in the submission were unanimously accepted and will now be forwarded to Lyn Llewellyn our Internal Auditor, after observing the 20 working day window for the inspection of Audit documents. **(Minute 7/23 -EO3)**

Annual Governance Statement

Accounting statements 2022-23 for:

Name of body:

Llangunnor Community Council

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	66167	64948	Total balances and reserves at the beginning of the year as recorded in financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	33000	33000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
	8543	8418.	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
3. (-) Staff costs	11982	10877	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.

4. (-) Loan interest/capital repayments	0	2850	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	30780	36882	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	64948	54745	Total balances and reserves at the end of the year. Must equal (1+2+3) (4+5+6).
Statement of balances			
8. (+) Debtors		0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	64948	54745	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0		Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	64948	54745	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	129850	138311	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	N.A	8549	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

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

have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.					
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* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £760.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Committee approval and certification

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

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

Approval by the Council/Board/Committee

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

Minute ref: Minute 07/23-EO3

RFO signature:	Chair signature:
Name:	Name:
Date:	Date:

Rationale to Completion of above statement.

1. We have taken on board the comments from last year's Audit General's comments and are in discussion with Lyn Llewellyn's to receive his guidance on these. We will also request a copy of the Practitioner's Guide to Governance and Accountability from One Voice Wales which will be used as a source of further guidance.

This year's submission will be late as it was due by the 30th of June, however this has been outside the control of the Clerk, as he has been unable to speak with Lyn Llewellyn over previous weeks as he has been away.

Given the delay appropriate notices will be displayed.

Regarding Account reconciliation this has been completed in the same format as previous returns submitted by the previous clerk, and we will again take guidance from Lyn Llewellyn.

Again, due to the inability to meet with Lyn Llewellyn in a timely manner prior to this meeting, the paperwork has again been approved by the Council prior to him undertaking his Internal Audit for reasons previously stated above, however will be again taken on board for next year, to ensure timely submission and approval of all Audit paperwork.

Following a robust discussion, the Council answered the Governance Statement as follows:

1. Yes – See above comments taken on board and being worked through.
2. Yes – All payments are authorised at our Monthly meetings prior to payment, apart from August when powers are delegated to the Clerk as The Responsible Officer, and Chair as the Council is in recess for the month of August.
3. Yes – All viewed as being compliant to the best of our knowledge.

4. Yes – Appropriate notices have been displayed.
5. Yes – Appropriate risk Assessments have been carried out as and when required.
6. Yes – As we have always completed the Bank Reconciliation in the same way and await Lyn Howell’s interpretation and guidance on this observation.
7. Yes – All disclosures have been made as far as we are aware.
8. No- Given that we are still obtaining guidance on the comments made by the Auditor General on last years report we have marked this response as “no” taking a prudent and cautionary approach until the guidance is to hand, and any identified changes to systems undertaken.

Meeting closed at 7.35pm

Signed Chair of Council

Date.