

**Governance Activity for 2021-22 Audit – Llangammarch Community Council**

Date	Meeting/Activity	Item	Item	Minutes Authorised	Accounts Authorised	Accts Recon	Checked I/Audit
12/4/2021	Condolence set up in Alexandra Hall	Covid Protocol & Risk Assessment set up by Alexandra Hall, Operation Bridge Protocol, LCC	Letter of condolence sent to Buckingham Palace	2780			
17/4/2021	Condolence book closed	Signed pages bound		2780			
18/4/2021	Operation Bridges Protocol updated	updated					
20/4/2021	Clerk Training Update	9.5 point carried from 2020. Clerk's year runs from November to October each year. 18 points required annually.	7/4/2021 Local elections webinar – 1 point 15/4/2021 – e-Course on handling aggression – 1 pt.				
30/4/2021	April Accounts					Yes	
24/4/2021 – 5/5/2021	Prep for Annual Meeting	Chair's acceptance sheet, committee terms of reference Risk assessments, Policies renewal	Asset confirmation, insurance renewal, internal auditor				
4/5/2021	Powys Clerks Branch Meeting (am) IRPW (pm)	Clerk training  Representing the council	1 CPD point for each meeting – total 13.5				
	Prep for May meeting	Annual payments list, allowance forms for councillors, Audit report, declaration of Office (Chair) Training policy, TOR update	Confirmation of reserves, Annual report, clerk appraisal				
12/5/2021	Annual Meeting	All items on agenda covered Risk assessments checked, agreed and <u>signed</u> (Internal Auditor recommendation)	Cllr Andrews' resignation accepted and his place on committees taken by Cllr Thomas.	2787-2797			

		New Training Policy and Terms of Reference for the Environmental Working Party, all signed off	Committees Terms of Reference updated and agreed.				
12/5/2021	Council Meeting	Casual Vacancy to be notified to PCC. IRPW Allowance Forms given out Grant paid to Alex Hall	EOY accounts and End of April Accounts agreed and authorised Annual payment list Authorised. AGAR agreed and signed Internal Auditor's report accepted, suggestions already implemented. Clerk Appraisal, Annual Report accepted.	2798 2806	2806	2806	
13/5/2021	Clerk Training	SLCC/OVW joint conference 10am -4pm, online Topic of esp interest GPoC	2.5 CPD points, total now for the Clerk - 16				
14/5/2021	Casual Vacancy	Declared to PCC	20 days waiting before we can co-opt				
15/5/2021	Meeting with Powys CC	6-7.30pm via MSTeams					
17/5/2021		HMRC new tax code issued to Clerk	Sent to payroll at Alun Clark				
18/5/2021		RoSPA Inspection of Tan y Deri play area – paid for		2806			
24/5/2021	Clerk Training	Health Workplaces & Civility in Public Life - OVW, SLCC LGA, NALC, CCLA	1 CPD point – 17 points				
31/5/2021	May Accounts		Bank reconciliation			yes	
	Clerk Training	Level 3 Bullying and Harassment at work	2 CPD points – now 19 Requirement complete				
9/6/2021		Changes to HMRC code for clerk, checked with Alun Clark	Clerk needed a rebate, council to retrieve later				

10/6/2021	Meeting with Butlerwall	Confirm s106 arrangements for Cefn Llan	Verbally confirmed at £25K				
6/7/2021	Agenda for 14/7/2021 Published						
14/7/2021	Council Meeting	Held in Alexandra Hall under Hall Covid guidelines and LCC risk Assessment	June Bank reconciliation Minutes signed	2819 2810	yes	yes	
1/8/2021	July Accounts					yes	
19/8/2021	IRPW Wales	IRPW return sent in					
20/8/2021	IRPW Wales	Confirmation of receipt of return					
	Flyer for Wildflowers	Poster for wildflowers					
	Elector's Rights begins	Accounts available in Llanddewi. LD4 4DN					
25/8/2021	Welsh Audit Query	Quickly resolved about line 3 variance	Debit had been given and not credit! Corrected on our copy				
1/9/2021	August Accounts					yes	
	Agenda for 8/9/2021 published						
8/9/2021	Council meeting	Held in Tirabad Hall under Covid guidance and LCC Risk assessment	August Accounts Minutes Signed off Application for new councillor set aside until November as they could not be present	2831 2823	yes	yes	
17/9/2021	Elector's Rights ends						
26/9/2021	Finance Committee meeting agreed for 1/10/2021	To look at Budget Setting for 2022-2023	Notes circulated and to be presented at next full council				
27/9/2021	Audit – publication of AGAR on website	As instructed by Welsh Audit					
01/10/021	September Accounts					yes	

	Finance Committee	Notes recorded for November Council Meeting					
5/10/2021	Meeting with Powys CC	6-7.30pm via MS Teams					
20/10/2021	SLCC	Clerk renewal	Acceptance of CPD 2020-21				
21/10/2021	Welsh Audit	Request for bank statements, had already been sent but lost by WA	Sent as pdf by return				
1/11/2021	October Accounts						
2/11/2021	Agenda sent out	Accompanying papers - Finance Committee findings, budget sheet	List of Correspondence				
10/11/2021	Council Meeting	Held over Zoom Pro New Councillor co-opted RoSPA report discussed, weekly inspections confirmed (new councillor yet to sign declaration and do C of C training)	Minutes signed off October accounts agreed and signed off Finance committee suggestions, First budget and precept review – all agreed. Clerk's pay rise agreed	2835 2844	Yes yes	Yes yes	
11/11/2021		Meeting in Llanwrtyd over possible closure of pharmacy	Report sent to all from Cllr Coldrick				
12/11/2021		Meeting in Tirabad over the future of St David's and the cemetery					
15/11/2021	New Councillor	Declaration Accepted and signed Taken through Code of Conduct on Zoom	7-8pm on Zoom				
17/11/2021	Conference 10-1600hrs Over Zoom	New Draft Governance & Financial Tools	2.5.CPD Points				
18/11/2021	Workshop over Zoom 2-3pm	Looking at 'Scribe' accounting system	1 CPD point				
1/12/2021	November Accounts					yes	
1/12/2021	Powys SLCC Meeting		1 CPD Point				

	Meeting with OVW/SLCC/Welsh Gov & Audit	Allocated Theme 5 for discussion and feedback. Further explanation 0.5 CPD point. Total of CPD for Clerk = 5 (18 required)	Councillors to be included in Part 2 - Cllrs Coldrick and Thomas have volunteered				
20/12/2021	Meeting with Cllrs Coldrick and Thomas over Theme 5	Record kept of suggestions					
31/12/2021	December Accounts					Yes	
4/1/2022	Agenda for meeting on 12/1/2022						
12/1/2022	Council Meeting	Over Zoom pro	Minutes signed off December Accounts signed off Second Budget review and Precept agreed	2847 2854 a)  2854 c)	yes	yes	
13/1/2022	Precept request sent	Receipt rec'd from PCC					
20/1/2022		British Gas Standing Charge now in operation	£15.80				
31/1/2022	January Accounts					Yes	
7/2/2022	Governance Forum	2-3.30 Welsh Gov and OVW Sharing findings from 20/12/2021	LCC commended on suggestions 1 CPD Point				
9/2/2022	Welsh Audit	Phone call to WA about the overdue audit from them	Left a message, no response				
10/2/2022	Welsh Audit	Another phone call to WA. Deryck Evans went through the AGAR as Grant Thornton had not sent on all docs on to WA.	What he needed was on our website. He therefore signed off the AGAR as unqualified.				
15/2/2022 -17/2/2022	Clerk's Conference online		3 CPD Points				
22/2/2022	Forthcoming Elections	Presentation by Sandra Mathews of Powys CC	0.5 CPD Point				
28/2/2022	February Accounts					Yes	

1/3/2022	Agenda for meeting on 9/3/2022	Alexandra Hall & Zoom					
3/3/2022	Powys SLCC meeting	Elections and Governance Toolkit	1 CPD Point				
9/3/2022	Council Meeting	Held in Alexandra Hall with Zoom remote access Election Papers given out	Minutes from January signed off February Accounts signed off	2857 2866	yes	yes	
12/3/2022	LCC Risk Assessment	Update and adjustment	Needs signing off at next AGM				
	Asset Register	Checked	No adjustment				
	AGM Agenda prepped						
	May Meeting Agenda Prepped	Checked Local Government & Election (Wales) Act 2021 for requirements for GoPC	2 clear Audits, Majority of councillors standing for election, Clerk with CiLCA				
17/3/2022	2022-23 AGAR arrived						
22/2/2022	Reminder to councillors	Election papers					
23/2/2022	Query to handyman about fixing the gate at the play area	Needs sorting before the next RoSPA Inspection. All other queries dealt with.					
26 & 27/2/2022	Drafting out the AGAR responses	2 drafts of the Annual Report done, final one agreed by the Chairman					
	Awaiting notification of further requirements from Welsh Audit.						
30/3/2022	6 sets of election papers hand-delivered to County Hall	Receipt obtained					
1/4/2022	Bank Statement	Downloaded	Check through AGAR				