

Governance Activity for 2023-24 Audit – Llangammarch Community Council

Date	Meeting/Activity	Item	Item	Minutes Authorised	Accounts Authorised	Accts Recon	Checked I/Audit
1/4/2023	March Bank Statement	Downloaded	Check through AGAR			yes	
	Clerk CPD points carried forward	10.5 of 18 required					
15/4/2023	AGAR and account sent for Internal Audit						
15/4/2023	AGAR and Accounts	Signed off by Internal Auditor					
26/4/2023	Agenda summons for AGM and ordinary meetings	Placed on website, 3 noticeboards, NextDoor and FaceBook					
3/5/2023	LCC AGM LCC Meeting	Minutes agreed 12/5/2022 Minutes agreed 14/3/2023 Receipts up to 30/4/2023 agreed Annual Payments list agreed AGAR agreed and signed		2955 2970 a) 2970 c) 2970 e)	2970 a) 2970 c)	Yes	
5/5/2023	Draft Minutes of AGM released Draft Minutes or Meeting released	Placed on website, NextDoor and FaceBook					
	Elements of AGAR put together	Placed on website Notice of public rights released	1-29 th June 2023 Awaiting instructions from Welsh Audit to send them the AGAR				
10/5/2023	Delivered Impact Questionnaires to Cefn G	- To Tirabad, online FB and NextDoor - Left in Post Office					
15/5/2023	Backup to external drive	Contacted Powys Archives to take the old year's Minutes					

18/5/2023	New Standing Orders received						
31/5/2023	Notice of exercise of Rights published	Online and in Llangammarch					
31/5/2023	AGAR and extra papers submitted to Welsh Audit digitally	May accounts checked				yes	
31/5/2023	1/5/2023 & 31/5/2023	Training on Community Engagement	OVW councillors				
14/6/2023	Conference Llandrindod Wells	Climate and Nature	4 CPD Points (14.5 total)				
17/6/2023	Impact Assessment	Alexandra Hall	10-1pm				
18/6/2023	External Drive Backup Tirabad Defib	Needs servicing					
21/6/2023	Welsh Government	developing a future approach to community meetings with a view to issuing a consultation paper later this year.	1 CPD Point (15.5 total)				
	PCSO	Dropped in for a cuppa					
30/6/2023	June accounts	Printed out				yes	
4/7/2023	12/7/2023 Agenda	Meeting Summons and papers					
5/7/2023	OVW Conference	RWAS	3 CPD Points (18.5 in total)	Target 18			
10/7/2023	PCC Solicitor	Riverside, still awaiting					
12/7/2023	LCC Council Meeting	AGM Minutes agreed 3/5/2023 Minutes agreed 3/5/2023 Receipts up to 30/6/2023 agreed	New Standing Orders agreed	2975 2975 2983 2977	2983	yes	
13/7/2023	PCC Solicitor provided papers						
	Draft Minutes released	Placed on website, FaceBook and NextDoor					

16/7/2023	TR1 papers signed	Cllr Price and Clerk	Ownership of Riverside Gardens				
17/7/2023	Papers sent digitally and by post	Duplicates sent to Giles VR					
31/7/2023	July Accounts					yes	
29/8/2023	6/9/2023 Agenda	Meeting summons and papers					
31/8/2023	August Accounts Barclay Bank Mandate Returned in their envelope					yes	
6/9/2023	LCC Council Meeting in Tirabad Hall	Agreed Minutes of 12/7/2023 Receipts up to 31/8/2023 agreed Payments agreed for Hall Other payments agreed		2988 2995 a) 2987 2995 b)			
7/9/2023	Draft Minutes released	Placed on website, FaceBook, NextDoor					
19/9/2023	Councillor Induction	Shaun Hughes	7pm				
27/9/2023	Barclays to restrict our account due to no provision of information! (31/8/2023)	Barclays found our submission and agreed that full information was submitted and accepted (after 2 phone calls)					
1/10/2023	September Accounts					yes	
5/10/2023	Requested refund from HMRC for 2021-2022	Overpayment of £105.60	Returned 9/11/2023				
10/10/2023	Email request from Barclays for more information via phone						
11/10/2023	Phoned Barclays at 0900 - 0930	By 0930 they confirmed a different department needs to phone me at some point in the next 10 days	Case Reference -0469268 Password - Treacle				
19/10/2023	Barclays	Confirmed we fulfil their requirements for a Parish Council					

		Account and that our signatories are in order.					
23/10/2023	1/11/2023 Agenda	Meeting Summons and papers					
1/11/2023	October Accounts					yes	
	LCC Meeting	Agreed Minutes of 6/9/2023 Receipts up to 31/10/2023 agreed Payments agreed The Budget has its first check	Reserves need sorting	2999 3006 a) 3006 b) 3006 e)			
2/11/2023	Draft Minutes released	Placed on website, FaceBook, NextDoor					
7/11/2023	Application for grant sent to Powys CC	£4500 for biodiversity					
20/11/2023	Agenda for Finance Committee sent out						
22/11/2023	Powys Meetings	Via MSTeams	Planning (1CPD)				
27/11/2023	Finance Committee	Agreed a budget to be sent for its second check on 10/1/2024	Sorted reserves				
27/11/2023	Clerk's Appraisal					yes	
1/12/2023	November Accounts						
28/11/2023	Draft Minutes released	Placed on website, FaceBook, NextDoor					
14/12/2023	Biodiversity Grant awarded	Monies to be spent before 14/2/2024		3017 e)			
1/1/2024	December Accounts					yes	
3/1/2024	10/1/2024 Agenda	Summons and Papers					
10/1/2024	LCC Meeting	Agreed Minutes of 1/11/2023 Receipts up to 31/12/2023 agreed Payments agreed The Budget has its second check	Precept agreed £017 d)	3010 3017 a) 3017 b) 3017 c)			
11/1/2024	Draft Minutes released						
25/1/2024	SLCC webinar	PIALC Training Intro	0.5 CPD				
29/1/2024	Public Meeting Notice	10/2/2024					

		Placed on website, FaceBook, NextDoor, Noticeboards					
31/01/2024	OVW training	Managing green spaces in B-Lines for pollinators	(1CPD)				
1/2/2024	January Accounts Notes from Public Meeting released					yes	
28/2/2024	6 th March Summons	Agenda and papers					
5/3/2024	Powys SLCC	Branch meeting	(1CPD)				
6/3/2024	LCC Meeting	Agreed Minutes of the 10/1/2024 Receipts agreed up to 29/2/2024 Payment agreed Asset register update agreed		3021 3030 a) 3030 b) 3029			
7/3/2024	Draft Minutes released	Placed on noticeboards, website, FaceBook, NextDoor					
9/3/2024	Sustainable Powys	Alexandra Hall, Llangammarch	Chloe Masefield (2CPD)				
15/3/2024	Awaiting PCC Grant						
	Personal invite from Bute to meeting on 18/3/2024	Several changes to the route Public session on 20/3/2024	(0.5 CPD)				
18/3/2024	Complaint	About the felling of the 2 beech trees in the gardens, Sept 2023 Minutes, Clerking errors	Acknowledged by the Chair				
	Completion of 22-23 Audit	Unqualified	Notices put out on website and noticeboards				
	AGAR requirements for 23-24 released	Basic Audit again this year					
20/3/2024	Check with Internal Auditor	After 7 th April					
21/3/2024	EGM Called for the 28/3/2024	Staff matters – so will become a closed session	To look at a complaint.				

22/3/2024	Draft Minutes released	Nothing found as basis for complaint	Clerk has detailed timeline for presentation to the Ombudsman, if required				
1/4/2024	EOY Accounts completed	AGAR Completed				Yes	