

Governance Activity for 2022-23 Audit – Llangammarch Community Council

Date	Meeting/Activity	Item	Item	Minutes Authorised	Accounts Authorised	Accts Recon	Checked I/Audit
1/4/2022	March Bank Statement	Downloaded	Check through AGAR			yes	
7/4/2022	AGAR and account sent for Internal Audit						
10/4/2022	AGAR and Accounts	Signed of by Internal Auditor					
21/04/2022	KINS meeting with	Police via MSTeams					
28/4/2022	Powys Clerks	Induction for Councillors	1 CPD Points (total now 11 of 18 minimum until 1/11/2022)				
28/4/2022	Prep for Annual Meeting	Councillors Declarations Chair's acceptance sheet, Committee members committee terms of reference Risk assessments, Policies renewal	Acceptance of councillors Asset confirmation, S/Os to be reviewed in July insurance renewal, internal auditor				
	Prep for May meeting	GPoC resolution Annual payments list, allowance forms for councillors, Audit report, declaration of Office (Chair), TOR update	Confirmation of reserves, Annual report				
1/5/2022	April Bank Statement	Downloaded				yes	
3/5/2022	Summons, Agendas released	Phoned Welsh Audit for guidance on Full Audit requirements					
12/5/2022	Councillors' declarations	IRPW and declaration of interest paper given out					
12/5/2022	Annual Meeting	Resolution of GPoC etc SO's to be reviewed in July	All proposed and seconded				
	May Meeting			2871	2879		

		End of year Accounts Signed off, April Accounts signed off, Audit signed off, Public Rights form completed					
13/5/2022	Draft Minutes released						
22/5/2022	Councillor Induction	CLlr Butterfield-Elsey					
1/6/2022	May Bank Statement					Yes	
22/6/2022	SLCC & OVW	Conference Llandrindod	2.5 CPD points (13.5 total)				
24/6/2022	LO7, GPoC training	With Helena Fox	1 CPD point (14.5 total)				
25/6/2022	Prep for meeting	So's update, Risk Assessment update					
29/6/2022	Agenda Summons sent out						
	Nothing heard from Welsh Audit	Pdf version of AGAR and accompanying docs uploaded onto LCC website	Link sent into Welsh Audit				
1/7/2022	June Bank Statement					Yes	
6/7/2022	LCC Meeting	Minutes signed off SO's and Risk Assessment signed off		2883 2885			
		Accounts signed off			2891	Yes	
7/7/2022	Powys Clerks	Meeting (1CPD point)	(15.5 in total)				
8/7/2022	Draft LCC Minutes released						
11/7/2022	LO7 submitted to SLCC	Uploaded to EMMA	1 CPD point (16.5 in total)				
14/7/2022	Meeting with Powys Council	Via MSTeams – 1 st meeting under new Lib Dem administration	My input on 20mph in our area. 1 hour 30 meeting				
20/07/2022	Payments made to Members under IRPW	Declaration sent to IRPW Uploaded to website	PAYE sent to HMRC				
25&26/7/2002	Governance toolkit	Examine closely to see what is needed to be done	4 items identified – vision purpose; community				

			engagement policy; IT security; data retention				
28/7/2022	Meeting with Planning Dept	Via MSTeams – two main topics linked to planning	0.5 CPD (17 in all)				
31/7/2022	July Bank Statement					yes	
30/8/2022	Agenda for September Council meeting issued						
7/9/2022	LCC Meeting in Tirabad	Minutes signed off Data Retention agreed Accounts agreed 31/8/2022 Payments authorised Mid Year Budget Check		2895 2897	2900 (a) 2900 (a) 2900 (b)	yes	
8/9/2022	Draft Minutes Issued						
8/9/2022	Powys Clerk's	Meeting 10am	1 CPD (18 in all) Req Comp				
8/9/2022	Death of the Queen	Website home page greyed out					
9/9/2022	Condolence book set out in Alexandra Hall	Arrangements for flowers Proclamation page added to the website					
10/9/2022	Arrangements made for Proclamation						
11/9/2022	3pm Proclamation	Video created and uploaded					
12/9/2022	Condolence letter written to the King						
20/9/2022	Mourning Complete	Website returned to normal					
30/09/2022	Sept Bank Statement					yes	
14/10/2022	Scribifest Conference	Bringing Local Communities Together	10am-3pm				
19/10/2022	Finance Committee	Budget 23-24					
20/10/2022	PCC Meeting	6pm-7.30pm					
26/10/2022	Agenda for November Meeting Issued						

27/10/2022	Biodiversity (OVW)	Online conference	Cllrs Coldrick, Eley, Clerk				
31/10/2022	Oct Bank Statement					yes	
2/11/2022	LCC Meeting	Minutes agreed Budget/Precept first agreement Payments agreed		2905	2915	Yes	
3/11/2022	Draft Minutes Issued	Payments made					
4/11/2022	Agenda Issued for Finance Committee						
9/11/2022	Finance Committee	To examine all quotes for tree work	Cllrs Coldrick, Hather, Woods, Eley, Clerk				
10/11/2022	Draft Minutes						
30/11/2022	Nov Bank statement					Yes	
9/12/2022	Clerk Annual Evaluation		Cllrs Hather, Coldrick				
13/11/2022	Councillor Induction	Cllr Vugts					
2/12/2022	Reading/Research	'The Improper Officer'	CPD 1 point				
7/12/2022	Hwb Natur	Pethaus Bychain day-event	CPD 2 points				
21/12/2022	Save all docs to ext drive						
31/12/2021	Dec Bank Statement					yes	
3/1/2023	Agenda for January Meeting Issued						
4/1/2023	Biodiversity meeting	For 4/2/2023 Llangammarch					
11/1/2023	LCC	Minutes agreed Accounts agreed Budget/Precept second agreement Clerk's pay agreed	Payments agreed	2920	2928	Yes	
12/1/2023	Draft Minutes Issued	Payments made					
16/1/2023	Letter issued	To H Jones about volunteer requirements					
19/1/2023	Powys CC Meeting 6pm	Budget, Schools, Climate change	CPD 1				
20/1/2023	Chased Welsh Audit						
26/1/2023	Powys Clerks 10am	Governance	CPD 0.5				

27/1/2023	EGM Agenda						
31/1/2023	January bank statement					Yes	
2/2/2023	EGM	Trees in Riverside Gardens					
3/2/2023	Draft Minutes						
4/2/2023	Biodiversity	10-12 Alexandra Hall	CPD 1				
7/2/2023	Ownership of Riverside movement	Information and quote for the legal work, research	Giles Van Rees reckons £600 + land registry CPD 1				
8/2/2023	Scribe	Internal Audit	CPD 1				
14/2/2023	Training	Cllr Elsey attended OVW	Equality and Diversity				
17/2/2023	Public Meeting	Pylons and windfarm	CPD 1				
18/2/2023	Repair Cafe	10-3 Alexandra Hall					
21/2/2023	Letter to The Cammarch	Invitation to LCC meeting on the 8th					
28/2/2028	Agenda for LCC March meeting issued						
	February Bank statement	reconciliation				Yes	
	IRPW	New payment arrangements for councillors queried – this is unresolved	£156 as working from home allowance is not taxed – last year's £150 was!				
	Chased Welsh Audit	For return of papers & Notice of Conclusion of Audit.					
6/3/2023	ICO paid	Certificate downloaded					
8/3/2023	LCC meeting postponed	Due to weather, rescheduled giving 3 working days' notice	14/3/2023				
8/3/2023	Welsh Government	People's Practice community	CPD 0.5				
	Welsh Audit replied	Saying next week					
10/3/2023	Giles Van Rees reminded about ST1	Land Registry papers for Riverside gardens					
14/3/2023	LCC Meeting	Minutes for EGM and January Meeting agreed and signed.		2936	2947	Yes	

		Accounts agreed and signed off Payments agreed					
23/3/2023	Presentation from Bute/ Gen Towy	Registered for Community Funding if it ever emerges, No planning permissions yet	Mapping at least 10 years out of date, info does not match National Grid				
24/3/2021	Chased Welsh Audit	again					
28/3/2023	Chased Welsh Audit	Got assurance that Conclusion of Audit to follow and papers being couriered to me.					
30/3/2023	Downloaded and printed off	Notification of Conclusion of Audit Posted online and on noticeboards					
31/3/2023	March Bank Statement Queried lack of British Gas Direct Debit	We are in credit, next payment due 25/4/2023				Yes	
31/3/2023	Begin completing Accounting Statements and Annual Governance						