Cyngor Tref Glynnedd
Glynneath Town Council

The Clerk invites Councillors to attend a
Finance and Audit Committee Meeting
To be held on the 11th of June 2025 at 6 PM
at Bethania Community Centre and online.

The meeting will be held on a hybrid basis in accordance with the provisions of The Local Government and Elections (Wales) Act 2021.

Members of the public and press are encouraged to join remotely if possible. Please contact the Clerk should you require assistance with physical access on:
clerk@glynneathtowncouncil.gov.uk or 01639 722961

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 346 523 567 643 2

Passcode: wV7nN393

AGENDA

1. To receive Apologies for absence
2. To receive Members' Declarations of Interest in respect of the business to be transacted
3. Public Questions (limited to 15 minutes – S/O 3e)
4. To approve and sign the Minutes of December 2024
5. Matters pertaining to the Audit of Financial Year End 2025
    a. To consider the Internal Auditor's report
    b. To consider AGAR and additional information
    c. To consider information for Financial Year End 2026 (current year) – verbal update from the Clerk
6. Matters pertaining to governance
    a. To consider the Finance and Governance Toolkit workings and implementation
    b. To consider a full policy and procedures review
    c. To consider a full asset schedule review
7. To decide on the date for the next committee meeting

Please note that accompanying papers will follow in the next pages of this agenda. Where a document is too large for inclusion, a link will be provided in the agenda line itself (above).

Cyngor Tref Glynnedd
Glynneath Town Council

MINUTES OF THE FINANCE COMMITTEE MEETING WEDNESDAY THE 4TH OF DECEMBER 2024

HELD ON THE 4TH OF DECEMBER 2024 AT BETHANIA COMMUNITY CENTRE AND ONLINE

PRESENT:	**COUNCILLORS**	**CLLR. J BULMAN**	**CLLR. J BLOWER**
		CLLR. S KNOYLE	**CLLR. D MORGAN**
		CLLR. T PITMAN	
IN ATTENDANCE:		**MX. C WILLCOX (CLERK)**	

1. **TO ELECT A CHAIRPERSON**
   It was proposed, seconded, and **RESOLVED** to elect Cllr D Morgan as Chairperson.

2. **TO RECEIVE APOLOGIES FOR ABSENCE**
   There were no apologies

3. **TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RESPECT OF THE BUSINESS TO BE TRANSACTED**
   There were no declarations of interest.

4. **PUBLIC QUESTIONS (LIMITED TO 15 MINUTES – S/O 3E)**
   There were no public questions.

5. **TO APPROVE AND SIGN THE MINUTES OF THE 17TH OF JULY 2024**
   It was proposed, seconded, and **RESOLVED** to approve the Minutes of July 2024.

6. **TO CONSIDER THE BUDGET FOR 2025 – 2026 WITH REFERENCE TO THE CLERK'S REPORT AND ASSOCIATED DOCUMENTS.**
   The Clerk advised that they had put together a draft budget and presented this to Councillors with the intention of going through each item on a line-by-line basis in live time. The Clerk explained the process that they follow when creating such an item so that Members might have more of an insight into the whole process rather than just an overview of end numbers.

   The Clerk usually started with an overview of left over sums from the previous year. Members were advised that the Clerk anticipated funds of just over £200,000 to be in the Council's bank accounts at Financial Year End (FYE) 2025. This included previously earmarked reserves, general reserves, underspent, and unspent funds. Members were keen that these monies be earmarked responsibly or spent.

Members continued to work through the budget spreadsheet by cost centre, asking questions where necessary and considering where budget cuts could be made or reserves more appropriately allocated.

Members then considered the tax base for the new financial year and considered ways in which to use the reserves to ensure that the cost to council tax payers was not increased this year. Using approximately more than £17,000 in reallocated reserves,

It was proposed, seconded, and **RESOLVED** to **RECOMMEND** a precept demand that would not increase the precept demand per household in the 2025-2026 budget.

ACTION: Clerk to circulate newly worked budget to all Finance and Audit Committee Members before further circulation to wider Members.

DRAFT budget is appended to this set of Minutes.

GLYNNEATH TOWN COUNCIL

	Notes	FYE 2024 Budgeted £	FYE 2025 Budgeted £	**FYE 2026** Proposed £
EXPENDITURE				
Annual General expenditure:				
Administration				
CCTV		1,400	2,000	1,500
Councillors and Democracy		15,612	17,500	19,500
General Administration / Office		13,995	18,071	18,106
PWLB		4,620	0	0
Salaries		162,343	174,049	164,197
SLA with NPTCBC		6,300	7,500	10,500
Training & Development		1,935	1,980	1,825
Cemetery		10,600	6,814	6,718
Community Centre		12,050	10,610	1,500
Parks and Open Spaces		24,864	20,125	15,400
Projects and Events committee		10,800	20,500	20,500
Town Hall		26,377	20,777	18,825
		290,896	299,926	278,570

Extraordinary Expenditure

DRAFT

Cemetery		5500	
Café Consumables		4000	
Total		9500	
TOTAL EXPENDITURE	290,896	309,426	278,570
INCOME			
Precept	215,998	215,366	
Operational Income			
Cemetery Burial fees	5,400	5,400	7,200
Community Centre café	2,500	4,000	0
Hire fees			
Community Centre	£288.00	£520.00	£0.00
Parks and Open Spaces	500	500	500
Town Hall	8,570	14,050	13,350
	17,258	24,470	21,050
Miscellaneous Income			
Interest earned	958	90	1,000
Grants received	0	0	0
Grants received - Bethania	11,200	0	0
Other income	0	0	0
	12,158	90	1,000
TOTAL INCOME	245,414	239,926	22,050
BUDGET SHORTFALL	45,482	69,500	256,520

PRECEPT REQUIREMENT			
Budget shortfall			256,520
Less: Contribution to be funded <u>from</u> reserves		60000	35,240
Add: Contribution <u>to</u> increase reserves			
PRECEPT REQUIRED FYE 31/03/2025			221,280
EFFECT ON BAND D EQUIVALENT HOUSEHOLDS			
Tax Base (No. Band D equivalent properties)	1,388.27	1,390.47	1,424.52
£ per Band D equivalent household	155.59	155.34	155.34
		% increase	0.00%
		Actual £ increase	0.00
		Monthy £ increase	0.00

Item 5.a – To consider the Internal Auditor’s Report

Members are reminded that the Internal Auditor is an independent auditor who adds their findings to the AGAR – our accounting return to Audit Wales. On the next pages, Members will find the report as prepared by KLG and should note the two recommendations made.

Internal Audit Report – Glynneath Town Council 2024 -2025

Prepared by Kerry-Leigh Grabham

Background

All town and community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records, systems of internal control and for the conclusions to be reported each year in the Annual Return.

This report set outs the work that undertaken in relation to the interim internal audit 2024 - 2025 financial years.

Internal Audit Approach

In undertaking the internal audit, I have regarded the materiality of transactions and their susceptibility to potential misreporting or misrepresentation in the yearend statement of accounts/annual return. The internal audit programme has been designed to cover and afford appropriate assurance that the Council's financial systems remain 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 framework. The programme is also designed to facilitate the completion of the 'Internal Audit Report' in the Council's Annual Governance & Accountability Return, which requires independent assurance over several internal controls and objectives.

Areas of Testing

Determination	Findings 2024-2025	Recommendations 2024-2025
1. Appropriate books of account have been properly kept throughout the year.	The Council use Scribe Accounting Software Package to produce the accounts. The software is current and up to date with the Councils Financial Transactions.	N/A
Determination	**Findings 2024-2025**	**Recommendations 2024-2025**
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.	For the sample I tested, Financial Regulations have been met; payments have been approved by Council in the with the Councils Financial regulations. Copies of the invoices have been retained both electronically and hard copy, with a copy uploaded onto the accounting software to correspond with the relevant transaction. Vat has been correctly identified. Council have been through various quotes and tenders in this financial year. The biggest one to note is Welfare Park. I am pleased to note that the Tender has followed the correct procurement process.	N/A
Determination	**Findings 2024-2025**	**Recommendations 2024-2025**
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of	The Council has assessed its Financial Risks, with a copy of the risk register placed on its website. Risk assessments in relation to the assets the Council manages are currently undergoing a review. It is hoped that these reviews will be	1. For the date the risk assessment was reviewed to be added to the Financial Risk Assessment Document.

arrangements to manage these.	completed before the end of the Financial year.	
Determination	**Findings 2024-2025**	**Recommendations 2024-2025**
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	The budget demand resulted from an adequate budget process and the amount of the precept requested was £215,604.00. One budget monitoring report has been presented to Council this year. In the interim audit it was recommended for a further budget monitoring report to be submitted to Council. Unfortunately this did not happen.	2. Budget monitoring reports to be presented to Council at least every quarter.
Determination	**Findings 2024-2025**	**Recommendations 2024-2025**
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Income is received via Precept, Grants, Hall Hire & Burials. Transaction number 193 appears to be a duplicate of transaction number 187. This has now been resolved. Vat was correctly accounted for. Clerk has resolved this issue.	
Determination	**Findings 2024-2025**	**Recommendations 2024-2025**
6. Petty cash payments were properly supported by receipts, expenditure	Council do operate petty cash and reconciliations are carried out periodically.	

was approved and VAT appropriately accounted for.		
Determination	**Findings 2024-2025**	**Recommendations 2024-2025**
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	Salaries paid to employees are paid in accordance with the agreed salaries. There have been no changes to contract of employment this year. The Clerk has now obtained access to the HMRC account to resolve the issue concerning historic payments owed.	
Determination	**Findings 2024-2025**	**Recommendations 2024 - 2025**
8. Asset and investment registers were complete, accurate, and properly maintained.	The asset register remains up to date and is maintained via Scribe.	
Determination	**Findings 2024-2025**	**Recommendations 2024 - 2025**
9. Periodic and year-end bank account reconciliations were properly carried out.	Periodic bank reconciliations have been carried out and presented to Council for approval.	

Determination	Findings 2024-2025	Recommendations 2024-2025
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	Accounts have been prepared on the correct basis Income and Expenditure. Agree with the cashbook and working document and have an adequate audit trail.	
11. Trust Funds (including charitable trusts). The Council has met its responsibilities as a trustee.	N/A	

Item 5.b – To Consider AGAR and Additional Information

This will be formally considered and approved by the Full Council. This is a chance for the Committee to consider it for any further comments or recommendations for future years.

The Additional Information provided here is the required information that the Council will send to Audit Wales. In the past, the format has been very similar, asking for banking details, details or explanations of variance, and balance sheets. This is not all of the information that will be sent to Audit Wales – some information will be payroll-related, staff contracts, etc. – but this is the information that will subsequently be public information.

Members are asked to comment on and consider the information and whether there are any items or lines they'd like explained or examined more closely in the future.

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: Glynneath Town Council

	Year ending		Notes and guidance
	31 March 2024 (£)	**31 March 2025 (£)**	**Please round all figures to nearest £.** **Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.**
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	224690.04	239895.94	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	215998.00	215604.00	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	186659.03	674777.47	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	141958.72	159324.77	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.
5. (-) Loan interest/capital repayments	0.00	0.00	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	245492.41	607736.50	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	239895.94	363216.14	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0			
8. (+) Debtors	536.78	90521.52	**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	239359.16	272694.62	**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	0.00	0.00	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	239895.94	363216.14	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	809068.80	813978.80	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0.00	0.00	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, 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 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	x		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	x		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at www.glynneathtowncouncil.gov.uk.	x		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	x		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 does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	x		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: • Effective financial management including the setting and monitoring of the Council's budget • Maintenance and security of accurate and up to date accounting and other financial records • Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.	x		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: • measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments • assessment and management of risks facing the Council • an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.	x		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging 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.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	x		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	x		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		x	Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

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

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 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 2024-25 was £10.81 per elector. In 2024-25, the Council made payments totalling £______347.38________ under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.

Trust Funds

	Yes	No	N/A	
Trust funds – The Council 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 have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.			x	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Council approval and certification

The Council 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, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	**Approval by the Council** I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: **Minute ref:**
RFO signature:	**Chair signature:**
Name:	**Name:**
Date:	**Date:**

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body: **Glynneath Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	x				Please see Internal Audit Report
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	x				Please see Internal Audit Report
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	x				Please see Internal Audit Report
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.		x			Please see Internal Audit Report
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	x				Please see Internal Audit Report
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	x				Please see Internal Audit Report
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	x				Please see Internal Audit Report
8. Asset and investment registers were complete, accurate, and properly maintained.	x				Please see Internal Audit Report

* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	**No***	**N/A**	**Not covered****	
9. Periodic and year-end bank account reconciliations were properly carried out.	x				Please see Internal Audit Report
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	x				Please see Internal Audit Report
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			x		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	**No***	**N/A**	**Not covered****	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated ______05.05.2025_________________.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: K Grabham
Signature of person who carried out the internal audit: K Grabham
Date: 05.05.2025

* Please include an explanation for any 'No' answers

Glynneath Town Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	31/03/2024 £	31/03/2025 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought forward	224690.04	239895.94				BALANCE B/F AGREES
2	Income from local taxation/levy	215998.00	215604.00	-394.00	0%	No	
3	Total other receipts	186659.03	674777.47	488118.44	262%	Yes	Substantial grant (£817,000) awarded in the financial year, with part payments made (a further £100,000 is due to be paid in 2025 - 2026)
4	Staff Costs	141958.72	159324.77	17366.05	12%	Yes	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	245492.41	607814.72	362322.31	148%	Yes	Due to the grant award, part payment of the new play area has been made - this will total £817,000 over the 2024-2025 and 2025-2026 years
7	Balances carried forward	239895.94	363137.92	123241.98	51%	Yes	Partial payment of the play area has left sums of money in the accounts which are year marked for future payments on this project - the contracts have been set up to invoice on interim basis.
8	Debtors and stock balances	536.78	90443.33	89906.55	16,749%	Yes	Due to the payments of the play park being between our quarterly VAT reclaims, there's a large amount of money to be reclaimed (circa £90,000) which will be reclaimed in the next submission.
9	Total cash and investments	239359.16	272694.59	33335.43	14%	Yes	
10	Creditors	0.00	0.00	0.00	0%	No	

Glynneath Town Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	31/03/2024 £	31/03/2025 £	Variance £	Variance %	Explanation Required?	Notes
11	Balances carried forward	239895.94	363137.92	123241.98	51%	Yes	Partial payment of the play area has left sums of money in the accounts
							which are year marked for future payments on this project - the contracts have been set up to invoice on interim basis.
12	Total Fixed Assets and Long Term Investments	809068.80	813978.80	4910.00	1%	No	
13	Total Borrowings	0.00	0.00	0.00	0%	No	

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Item 6.a – To Consider the Finance and Governance Toolkit workings and implementation

This is not intended to be an in-depth discussion at this point due to the timing of the meeting. Rather, this is an opportunity for the committee to consider the document as a whole and consider how to best approach this document in the future.

The AGAR is now more closely aligned with the toolkit than ever before and it would be prudent for Members to familiarise themselves with the toolkit and how it links to the AGAR. The Clerk has produced a working timetable of the year and will incorporate more financial and governance checks into it.

1. **Members are asked to comment on and consider the information as it will fall under the remit of the Finance and Audit Committee to partition off parts of the document to other committees or Full Council.**
2. **Members are also asked if there are particular areas they would immediately like the Clerk to attend to or if they have any priorities they would like considered.**

Item 6.b – To Consider a full policies and procedure review

Again, this is not intended to be an in-depth discussion at this point due to the timing of the meeting. Rather, this is an opportunity for the committee to consider the list of potential policies as a whole and consider how to best approach this task with options such as:

- Working Parties for specific policies
- Gradual Policy adoption
- Wholescale policy adoption via standard templates
- Dedicated new committee

Similarly, this is a chance to consider different approaches to documenting procedures (SOPs or Standard Operating Procedures).

Reasoning:

A policy review will point out gaps in the Council's coverage and keep us up to date and in line with the Finance and Governance Toolkit.

Procedural documentation is a way of safeguarding Council working practices and ensuring futureproofing for staffing and Council business.

1. **Members are asked to comment on and consider the information as it will fall under the remit of the Finance and Audit Committee to partition off parts of the process to other committees if necessary.**
2. **Members are also asked if there are particular areas they would immediately like the Clerk to attend to or if they have any priorities they would like considered.**
3. **Members are asked to consider ways to approach this task as outlined above.**

The following pages will contain:

A list of 'template' policies as provided by the SLCC and One Voice Wales

Policy & Documentation List Suggested for a Town Council

	Currently Have?	Recommendations
Strategy		
Business Plan/Action Plan	No	Consider for the beginning of each term
Annual Report	Yes	
Risk Management Strategy	Unclear	
Statement on duties related to Biodiversity	Yes	
Policy Plan	No	Ratify how Council would like to produce and maintain policies
Planning		
Community Plan	Yes	
Neighbourhood Plan	No	Investigate further
Scheme of Delegation	No	Specifically for planning – investigate further
Facilities Services		
Marketing Strategy	No	
Events – (Litter pick etc.)	No	
Recreational Ground and Play area	No	
Rights of Way Standard	No	
Operations		
Standing Orders	Yes	
Code of Conduct	Yes	
Asset Register	Yes	
Anti-Fraud and Corruption Policy	No	
Audio recording, filming, photography and reporting of the Proceedings of Council and Committees	Yes	
Risk Assessments	Yes	
Communications Protocol	Unclear	Social Media Policy? Could it be tightened wrt correspondence?
Complaints Procedure	Yes	
Customer Care Policy	No	
Document Management Policy or Record Keeping	Yes	
Equal Opportunities	Yes	
Equality & Diversity Policy	Yes	
Emergency Planning	No	
Environmental Policy	Yes	Section 6 but could be tightened
Flag Flying Policy	Unclear	
Guide to Meetings	No	
Lone and Isolated Working Policy	Yes	

Community Engagement Statement of Intent	No	
Mayor and Members Expenses Policy	Unclear	Addressed in AGM – formal policy to be written?
Petitions Policy	No	
Procedure for public sessions	Yes	
Procedure for co-option of councillors	Yes	
Work Station Equipment and Area Check	No	
PAT Testing Equipment	Yes	
Quality Policy	No	
Strategic Risk Register	No	
Vexatious Policy	Yes	
Finance		
Credit Management Policy	No	Not needed?
Financial Regulations	Yes	
Financial and Risk Assessment	Yes	
Financial Management Strategy	No	To tie in with business/action plan?
General Revenue Reserves Policy	Yes	
Grant Awarding Policies and Procedures	Yes	
Investment Policy	No	
Purchasing Procurement Policies		Within Financial Regs?
Communications		
Publicity Protocol	No	
Freedom of Information, Publication Scheme	Yes	
Data Protection	Yes	
Information and Communications Technology IT Email, Internet and Phone Policy	Yes	Social Media Policy
Filming, Photographing, & Social Media Policy	Yes	
People		
Bullying and Harassment or dignity at work policy	Yes	
Co-option Questionnaire	No	
Child Protection and Vulnerable Adults	Yes	Safeguarding
Flexible Working	No	
Disciplinary & Grievance Policy	Yes	
Toil and Leave Policy	Yes	
Staff and Councillor Training and Development	Yes	
Staff Recruitment and Retention Policy	No	
Officer Code of Conduct	No	
Partnership Working Policy	No	
RFO Duties and Responsibilities	No	
Staffing Committee Terms of Reference	Yes	
Statement on Leadership in Planning for the future	No	
Statement on Performance Management of the Town Council	No	
Volunteers Policy	No	

Item 6.c – To Consider a full asset schedule review

To comply with our AGAR, insurance schedule, and financial risk assessment, we currently have an asset register created through our accounting software, Scribe.

With the addition of new playground equipment and a new insurance company taking over from our usual providers (due to the company being merged), the insurance schedule and asset schedule should be reviewed in full to ensure we are not over-insured.

This item is to advise Members that the Clerk will perform a full review and comparison and present the findings to the committee for further scrutiny and input.

Members are asked to consider what sort of information and in what format they would like to consider a future report.

Insurance Schedule Sums

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£2,042,590	£1,702,159
CONTENTS	£82,447	£68,706
Street Furniture	£72,000	£60,000
Walls, Gates and Fences	£36,000	£30,000
Playground Equipment	£416,029	£346,691
War Memorials	£48,000	£40,000
CCTV Equipment	£37,642	£31,369
Ground Surfaces	£30,000	£25,000
Mowers and Machinery	£22,753	£18,961
Sports Equipment	£18,000	£15,000

We are also covered for Regalia at a sum of £6,803

- We do **not** have fine art and collections insurance