

Cyngor Tref Llangollen Town Council.

Agenda. 20.02.2024.

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| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | Statements from the public.
To receive statements from the public on matters on the agenda. |
| 3. Datganiadau gan Cyngorwyr y Sir.
I dderbyn datganiadau gan Cyngorwyr y Sir ar faterion sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on matters relating to Llangollen |
| 4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 6. Cofnodion. | Minutes. |
| a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 16.01.2024, fel cofnod cywir. | To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 16.01.2024, as a correct record. |
| b) Pwyllgor Rheoli Asedau.
I dderbyn cofnodion y Pwyllgor Rheoli Asedau ar 14.11.2023. | Asset Management Committee.
To accept the minutes of the Asset Management Committee on 14.11.2023. |
| 7. Adroddiadau ariannol.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau ariannol yn ddogfennau gwaith ac felly nid ydynt yn cael eu cyfieithu | Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial reports are working documents and are therefore not translated. |
| a) Ffurflenni blynyddol. | Annual returns. |
| b) Penodi archwilwyr mewnol ar gyfer y flwyddyn a ddaw i ben 31 Mawrth 2024 | Appointment of internal auditors for year ending 31 March 2024. |
| c) Taliadau Awdurdodedig.
Datganiadau Ariannol | Financial Statements.
Authorised Payments. |
| d) Cymodi banc. | Bank reconciliation. |
| e) Gwaith Neuadd y Dref. | Town Hall works. |

8. Adroddiadau Clerc y Dref.

I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

- a) Ymddygiad Gwrthgymdeithasol (verbal update)

9. Ceisiadau Cynllunio.

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.

03/2023/0822

Gwaith Gostwng y Goron i un goeden bedw arian a symud 4 glasbren o fewn ardal gadwraeth Llangollen

Minnant Butlers Hill

<http://tinyurl.com/3z97tkvu>

03/2023/0932

Gosod pwmp gwres ffynhonnell aer a gwaith cysylltiedig (Cais Adeilad Rhestredig)

21 Regent Street.

<http://tinyurl.com/4webv9e8>

03/2024/0036

Gwaith amrywiol i sawl coeden o fewn ardal gadwraeth Llangollen.

Ponsonby Park, Mill Street.

<http://tinyurl.com/y6br25r4>

10. Gohebiaeth cynllunio.

Gorchymyn Diogelu Coed Rhif: 1(2024) Heol Y Castell, Llangollen

Hysbysu bod Cyngor Sir Ddinbych wedi cyhoeddi Gorchymyn Diogelu Coed ar 31ain Ionawr 2024 sy'n effeithio ar y goeden / coed a nodir yn y Gorchymyn gael ei gadarnhau gan y Cyngor, mae gennych yr hawl i wrthwynebu neu gyflwyno sylwadau eraill am y goeden/coed a nodwyd yn y Gorchymyn. Rhaid cyflwyno unrhyw wrthwynebiadau neu sylwadau yn ysgrifenedig erbyn 13 Mawrth 2024.

Town Clerk's Reports.

To receive reports submitted by the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.

Anti-Social Behaviour (verbal update).

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon.

03/2023/0822

Crown reduction works to one silver birch tree and removal of 4 saplings within Llangollen conservation area

Minnant Butlers Hill

<http://tinyurl.com/3z97tkvu>

03/2023/0932

Installation of air source heat pump and associated works (Listed Building Application)

21 Regent Street.

<http://tinyurl.com/4webv9e8>

03/2024/0036

Various works to several trees within Llangollen conservation area.

Ponsonby Park, Mill Street.

<http://tinyurl.com/y6br25r4>

Planning correspondence.

Tree Preservation Order No. 1(2024) Castle Street, Llangollen

Denbighshire County Council made a Tree Preservation Order on 31st January 2024 which affects the tree(s) identified in the Order and may be confirmed by the Council within 6 months. Before the Order is confirmed by the Council, you have the right to make objections or other representations about the tree(s) identified in the Order. Any objections or comments must be made in writing by 13th March 2024.

11. Tystysgrifau Penderfyniad

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

Cymeradwyo.

03/2022/0480 Tan y Bwlch Barbers Hill Vivod

03/2023/0328 2 Mill Street

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

Approved.

03/2022/0480 Tan y Bwlch Barbers Hill Vivod

03/2023/0328 2 Mill Street

REPORT AUTHOR: Town Clerk
SUBJECT: Annual returns.
REPORT FOR: Decision.

1. Summary.

1.1 To consider actions required following the external audit of the Annual return 2018/19

2. Background.

2.1 All local government bodies in Wales are subject to external audit by the Auditor General for Wales. The Auditor General's responsibilities in relation to the audit are set out in section 17 of the Public Audit (Wales) Act 2004. The Auditor General for Wales has appointed BDO LLP to undertake the external audit of the accounts for 2018/19

2.2 The primary responsibilities of the Auditor General are to provide an opinion on the annual statement of accounts prepared by the council and to satisfy himself that the body has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources. The Auditor general reports his opinion to the council.

3. External Auditors

3.1 Since 2020 Audit Wales themselves have acted as the external auditor. Unfortunately taking over the responsibility coincided with the pandemic and as a consequence audits were delayed including the Town Council audits for 20/21 and 2021/22.

3.2 These audits have now been completed and the Audit Wales have issued an unqualified certificate for both years as detailed in the attached annual returns and in respect of the 20/20221 the auditor commented as follows

Arithmetic error: Line 7 Balance carried forward and Line 11 Balance carried forward for 2020-21 should be equal but are not. My audit established that this is due to a typographical error - Line 11 Balance c/f 31 March 2021 should be disclosed as £124,432 but instead shows £1,244,320. This does not affect other lines within the annual return but should be amended by the Council when preparing the 2021-22 annual return. We recommend that prior to approving the 2021-22 accounts, the Council ensures that the accounts are arithmetically correct and have been prepared on a proper basis. There are no further matters I wish to draw to the Council's attention.

3.2 There were no comments on the 2021/22 audit, again unqualified, which reflects the details outlined above in respect of accuracy.

4. Recommendations.

4.1 It is recommended that the Town Council notes the comments to the accounting statements

5. Reasons for recommendations.

5.1 To ensure probity in financial matters.

REPORT AUTHOR: Town Clerk.
SUBJECT: Appointment of internal auditors for year ending 31 March 2024.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the appointment of internal auditors.

2. Background.

2.1 Town and Community Councils are required to undertake independent internal audit of their accounts in accordance with the Governance and Accountability for Local Councils in Wales Practitioners' Guide 2019.

2.2 In doing so a council must have regard to the guidance on internal audit. Internal audit must look at the accounting records and the system of internal control. It must also comply with proper internal audit practices.

2.3 The purpose of internal audit is to review whether the systems of financial and other controls are effective. It is essential that the internal audit function is sufficiently independent of the financial controls and procedures of the council that are the subject of review. The person or persons carrying out the internal audit must also be competent to carry out the role in a way that will meet the business needs of each local council.

3. The Audit.

3.1 There is no requirement for a person providing the internal audit role to be professionally qualified. However, the Town Council has traditionally secured the services of an external provider, JDH Business Services Ltd. This continuity has allowed the Town Council to improve operating procedures, a key factor identified in the guidance.

4. Recommendation.

4.1 On the basis of the comprehensive information provided in the past and the benefits that have accrued from continuity of service, it is recommended that the Town Council appoint JDH Business Services Ltd as internal auditors to undertake an audit in accordance with the Governance and Accountability for Local Councils in Wales Practitioners' Guide 2019 for the year ending 31st March 2024

5. Reason for Recommendation.

5.1 To ensure fiscal and legal compliance.

Financial position 31.01.24



Income last month

£4,238.47

Add Receipt



Expenditure last month

£12,829.69

Add Payment



Outstanding invoices

15 (£4,857.24)

Add Invoice



Current bank balance

£245,380.77

Reconcile Bank



Days since last all bank reconcile

12

Reconcile All



Budget spend this year

64.4 %

Report



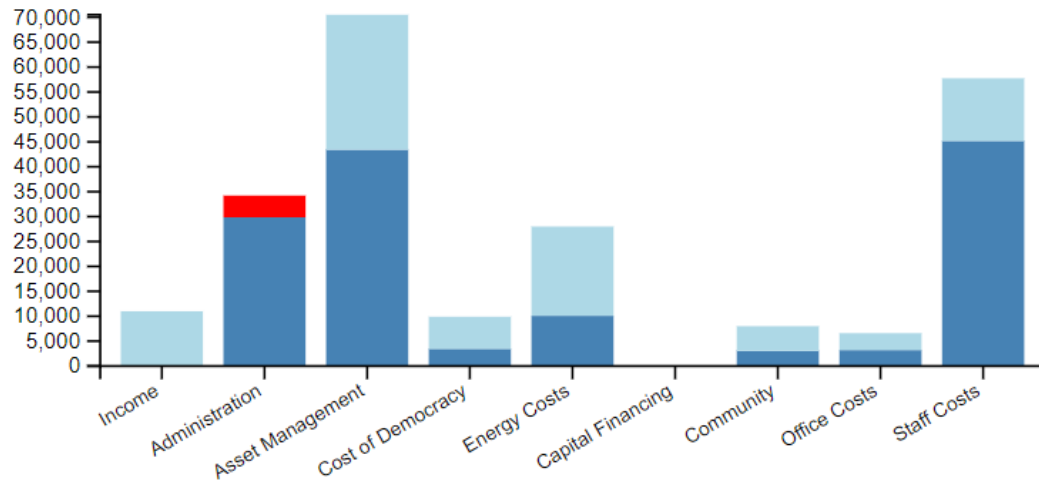
Assets and total value

116 (£482,962.00)

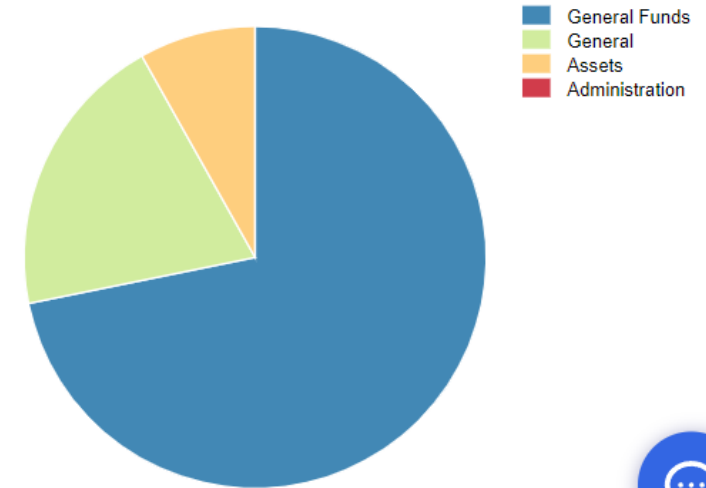
Asset Register

COST CENTRES - ACTUAL AND REMAINING

Payments



TOTAL COUNCIL FUNDS AND RESERVES



Authorised Payments February 2024

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Net	TAW/VAT	Gros/Gross
Taliad Bil/Bill Payments					
Staff	Salary	M11	£3,089.57	£0.00	£3,089.57
CThem/HMRC	PAYE	M11	£888.23	£0.00	£888.23
B Jones	Translation	145	£20.00	£0.00	£20.00
Good Energy	Electricity Square 7389	146	£52.19	£2.61	£54.80
Good Energy	Electricity Town Hall 7390	147	£634.78	£126.96	£761.74
Good Energy	Electricity Town Hall 7392	148	£153.27	7.66	£160.93
Good Energy	Gas Town Hall	149	£478.36	£23.92	£502.28
Rawsons Digital	Copier charges	150	£57.67	£11.53	£69.20
Scribe	Accounts software	151	£777.60	£155.52	£933.12
Mega Electrics	Illuminations	152	£3,950.00	£790.00	£4,740.00
Ultraclean	Cleaning services	153	147.74	29.55	£177.29
Watkin and Williams	Paint	154	£10.83	£2.16	£12.99
Dyledion Uniongyrchol / Direct Debits					
Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services	DU/DD	£190.30	£0.00	£190.30
British Telecom	Broadband	DU/DD	£48.95	£9.79	£58.74
NEST	Pension	DU/DD	£266.93	£0.00	£266.93
S Johnston	Storage hire	OS/SO	£80.00	£0.00	£80.00
Totals			£10,846.42	£1,159.70	£12,006.12

Llangollen Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		196,030.65
	ADD Receipts 01/04/2023 - 31/01/2024		202,286.18
			398,316.83
	SUBTRACT Payments 01/04/2023 - 31/01/2024		152,936.06
A	Cash in Hand 31/01/2024 (per Cash Book)		245,380.77
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	Llangollen Town Council Current 31/01/2024	84,551.92	
	Llangollen Town Council Instant 31/01/2024	160,828.85	
			245,380.77
	Less unrepresented payments		
			245,380.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		245,380.77
	A = B Checks out OK		

REPORT AUTHORS: Asset Management Committee.
SUBJECT: Town Hall works
REPORT FOR: Decision.

1. Summary.

1.1 To consider recommendations from the Asset Management Committee.

2. Background.

2.1 The Asset Management Committee have considered two areas of work within the Town Hall. The first being the phased replacement of theatrical lighting stock with LED to lower energy consumption as part of the Town Councils declaration of an ecological and climate emergency and the second is the flooring of the main auditorium which requires repair of minor damage, removal of scratches by sanding and staining with appropriate finishes.

3. Financial regulation

3.1 Financial regulation stipulate that when the Town Council it is to enter into a contract of less than £25,000 but above £3,000 in value for the supply of goods or materials or for the execution of works or specialist services the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply). The Council may, by resolution, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors.

4. The works.

4.1 As the replacement of lighting units is a specialism, the Committee has consider working with a contractor, on the Town Council select list of contractors, to act as a project manager. The contractor not only has significant experience of a range of suppliers but also the operations within the Town Hall. Following discussions, the contractor has indicted that he would be willing to act in this capacity and would test the market and identify the most appropriate and cost-effective units for the Town Hall. Individual units would be discussed with the Town Clerk who would place the orders within the available budget of £11,850. The Committee feels that this would provide the appropriate safeguards to ensure the most suitable replacement units are acquired whist maintaining fiscal probity.

3.3 Three specialist floor companies were contacted to provide quotations, for the repair sanding and finishing of wooden floors in the Town Hall. Following consideration of the prices quoted and the length of time to undertake the works, in order to minimise disruption, the Committee have identified an appropriate contractor but as the cost of the works is £5,750 (excluding VAT) this exceeds the authority determined by financial regulations for Committee approvals in that the Town Council is authorised to approved budgets for all items over £5,000.

4. Recommendations.

4.1 The Asset Management Committee recommends that the Town Council:
a) suspends the Town Councils Financial Regulations 11.1(g) to facilitate the commissioning of contractor to undertake the project management of the phased replacement of theatrical lighting stock.

- b) Agrees the award of the contract for floor repair and sanding consider by the Asset Management Committee at a cost of £5,750 (excluding VAT)

5. Reason for the recommendation.

- 5.1 To assist in the efficient and effective management of Town Council assets.