

Cyngor Tref Llangollen Town Council.

Agenda.

17.06.2025.

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| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Hysbysiad o Etholiad (cyfethol).
Cadarnhau ethol ymgeisydd ar Gyngor Tref Llangollen. | Notice of Election (co-option).
To confirm the election of a candidate on Llangollen Town Council. |
| Egwyl | Break |
| 3. Cyflwyniad.
Kate Thew, Swyddog Cyswllt â Chynghorau Dinas, Tref a Chymuned. | Presentation.
Kate Thew, City, Town and Community Council Liaison Officer Liaison Officer |
| 4. I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | To receive statements from the public on matters on the agenda. |
| 5. Datganiadau gan Cynghorwyr y Sir.
I dderbyn datganiadau gan Cynghorwyr y Sir ar faterion sy'n ymwneud â Llangollen. | Statements from County Councillors
To receive statements from County Councillors on matters relating to Llangollen. |
| 6. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 7. 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 |
| 8. Cofnodion.
a) I awdurdodi'r Cadeirydd i lofnodi cofnodion y Cyfarfod Blynnyddol a gynhaliwyd ar 20.05.25 fel cofnod cywir.
b) I awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin Cyngor y Dref a gynhaliwyd ar 20.05.25 fel cofnod cywir.
c) I dderbyn cofnodion y Pwyllgor Cynllunio a gynhaliwyd ar 8 Mawrth 2025. | Minutes
To authorise the Chair to sign the minutes of the annual Town Council meeting held on 20.05.25 as a true record.
To authorise the Chair to sign the minutes of the ordinary meetings of the Town Council held on 20.05.25 as a true record.
To receive the minutes of the Planning Committee held on 8 March 2025. |
| 9. Adroddiadau ariannol.
I dderbyn adroddiadau a | Financial reports.
To receive reports submitted to |

gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

- a) Ffurflen flynyddol.
- b) Taliadau Awdurdodedig
- c) Datganiadau Ariannol.
- d) Cysoni Banc.

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) Cais am gefnogaeth i blannu coeden er cof am y gyn-Faer y Dref, Suzanne Williams

10. Penodiadau pwyllgor.

I benodi Aelod I'r Pwllgor Cynllinio am y flwyddyn i ddod

the Town Clerk and considered the recommendations therein. Financial details are working documents and are therefore not translated

Annual return.

Authorised Payments.

Financial statement.

Bank reconciliation.

Town Clerk's Reports.

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

Request for support to plant a tree in memory of former Town Mayor Suzanne Williams.

Committee appointments

To appoint a Member to the Planning Committee for the ensuing year

REPORT AUTHOR: Town Clerk.
SUBJECT: Notice of Election - Co-option.
REPORT FOR: Decision.

1. Summary.

1.1 To consider co-option's to fill the vacancy on the Town Council

2. Background.

2.1 Vacancies are advertised by way of public notice within the community with a date set a by which prospective candidates must write into the Town Clerk to the expressing their interests in these casual vacancies. As vacancies continue on the town Council the last notice was posted in May 2024

2.2 Prospective candidates were asked to complete an application and to confirm, their eligibility to stand as a Town Councillor as specified by Section 116 Local Government (Wales) Measure 2011 with a closing date of the 10 June 2025.

3. Candidate.

3.1 By the closing date the following candidate, had submitted a statement.

Mr Lee Todd

About You:

My name is Lee Todd, and I have lived in Llangollen for the past five years. During this time, I have developed a strong connection with the local community and am passionate about contributing to its future.

I am the owner of Red Fox Marketing Solutions, a business based in Llangollen that provides marketing services including printing, web design, branded merchandise, and promotional materials for businesses across North Wales, Cheshire, and Shropshire. I have worked closely with a number of businesses within Llangollen, helping them upgrade their branding and marketing, supporting their growth and contributing to the town's economy.

In addition to my business work, I was a member of the Llangollen Rotary Club for a year and a half, where I supported various local initiatives and community projects.

Before starting my business, I co-founded a supported living service for individuals with learning disabilities, where I spent over a decade ensuring high-quality care and promoting community inclusion. This background has given me a solid understanding of the importance of social support, community engagement, and responsible leadership.

I am committed to working hard for the people of Llangollen, bringing a practical and community-focused approach to the council. I believe in promoting local business, supporting inclusive initiatives, and ensuring that residents' voices are heard.

<p>Reasons for applying:</p> <p>I am standing for Town Council because I am passionate about Llangollen and want to play an active role in shaping its future. Over the past five years, I have come to appreciate what makes Llangollen a special place to live and work, and I am committed to ensuring it continues to thrive.</p> <p>Through my business and community work, I have seen first-hand the challenges and opportunities that face local businesses and residents. I believe the Town Council has a key role to play in supporting economic growth, enhancing community services, and protecting the unique character of Llangollen.</p> <p>I want to bring a practical, solution-focused approach to the Council — listening to residents, supporting local initiatives, and helping to make decisions that benefit the whole community. I am particularly keen to support local business development, promote inclusivity, and work towards projects that improve the quality of life for all residents.</p> <p>With my background in business, community service, and care provision, I believe I can bring a balanced and thoughtful perspective to the Council. It would be a privilege to represent the people of Llangollen and to contribute positively to its future.</p>

3.2 The candidate’s eligibility criteria has been confirmed by the Town Clerk as correct.

4. Voting procedure.

4.1 As there is one candidate and one vacancy Members, having considered the applicant, may vote on the proposition to coopt the candidate.

5 Recommendation.

5.1 It is recommended that the Town Council considers the candidate and if Members are content, that a motion to elect the candidate as Members of Llangollen Town Council is proposed.

6. Reasons for recommendation.

6.1 For probity and good governance.

REPORT FOR: **Decision.**
REPORT AUTHOR **Town Clerk.**
SUBJECT: **Annual return for the year ending 31st March 2025**

1. Summary.

- 1.1 To consider the internal auditors report on the annual return for the year ending 31st March 2025.

2. Background.

- 2.1 JDH Business Services Limited (JDH) have conducted the internal audit for the year ending 31st March 2024. In compliance with the 'Governance and Accountability for Local Councils in Wales, A Practitioners' Guide (2019),
- 2.2 Members considered the findings of the interim audit at the last meeting and the results of the final internal audit has now been received and are detailed below, with the Town Councils response to the recommendations.

	ISSUE	RECOMMENDATION	RESPONSE
1	<p>The 23/24 accounts have been restated as the Council are now required to prepare income and expenditure accounts⁴. A review of the accounts noted the following: Scribe supporting schedules shows debtors of £1567 as at 31/3/24, however these have not been included in the year-end balance sheet which only includes the VAT debtor of £14,659.</p> <p>No creditors or accruals have been included in the 23/24 accounts.</p> <p>Minor error on the annual return- total other payments should be £123,938 (£1 rounding difference)</p>	<p><i>Year-end procedures should include the identification of debtors, creditors, receipts in advance and pre-payments.</i></p>	<p>The change to income and expenditure accounting occurred at the end of the financial year and it is recognised that more training is required in this new method of accounting and will be undertaken in 2025.²⁶</p>
2	<p>The 24/25 balance sheet was reviewed, and the following issues were noted:</p> <p>A £95 debtor at the year-end for flower arrangements has</p>	<p><i>Accounts should be amended to classify the</i></p>	<p>Accepted and altered.</p>

	<p>been incorrectly included as a creditor.</p> <p>No creditors or accruals have been identified for 2024/25.</p> <p>The 24/25 accounts include a VAT debtor of £19,580.98 which differs from the VAT reclaim as at 31/3/25 of £19,629.73.</p>	<p><i>£95 creditor as a debtor.</i></p> <p><i>Year-end procedures should include the identification of possible creditors and accruals.</i></p> <p><i>The VAT return should be reconciled to the VAT account within Scribe to ensure the accuracy of both records.</i></p>	<p>The change to income and expenditure accounting occurred at the end of the financial year. It is recognised that more training is required on this new method of accounting, and this will be undertaken in 2025.26.</p> <p>Adjustments were made because of the new accounting procedures in respect of an outstanding VAT amount from 2023.24 this will be addressed with Scribe.</p>
3	<p>The Council have hall hire income which a VAT exempt supply. The council does not carry out an annual partial exemption calculation to evidence that the VAT related to exempt supplies is below the £7,500 partial exemption threshold and therefore reclaimable.</p>	<p><i>The council should secure an understanding of VAT notice 749 and the partial exemption rules and ensure they undertake partial exemption calculations annually.</i></p>	<p>There were no VAT payments that related to supplies and services that were not exempt in 2024.25 therefore a calculation was not required.</p>
4	<p>The general reserves of the Council as at 31/3/25 are £205,522 which is in excess of the annual precept.</p> <p>Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure. The Practitioners Guide also notes this recommended level of</p>	<p><i>The council should review the level of general reserves during the budget setting process with reference to sector guidance.</i></p>	<p>Reserves are assessed annually, and the general reserves was set at £110,000.00 representing 66% of the precept with specific asset and administration reserves making up the total of £205,522</p>

	reserves.		
5	Recurring issue: The fidelity cover of £250k does not cover the maximum cash balances calculated as approximately £278k.	<i>The Council should review the adequacy of their fidelity cover.</i>	This will be raised with the insurers who have set the level based on the information provided.

3. Auditors' conclusions.

- 3.1 On the basis of the internal audit work conducted JDH's view is that the council's system of internal controls is in place, is adequate for the purpose intended and is effective, subject to the recommendations reported in the action plan. JDH will follow up all recommendations included in the action plan in the next financial year.

4. Recommendation.

- 4.1 It is recommended that the internal auditors' report be accepted and given that the actions have been implemented that the Town Mayor be authorised to sign the Annual Return (attached) for submission to the external auditors.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and financial probity.

Authorised Payments June.

Description/Disgrifiad	Cyflenwr/Supplier	Dull talu/Payment	Net	TAW/VAT	Gros/Gross
Broadband	British Telecom	Direct Debit	£61.22	£12.24	£73.46
Bank charges	Unity Trust Bank	Transfer	£11.25	£0.00	£11.25
Cleaning	Ultraclean	Online	275.67	£55.13	£330.80
Cloud Services	ACS Technology	Direct Debit	£190.30	£0.00	£190.30
Cloud services	BrightHR	Online	£8.44	£1.68	£10.12
Energy	Ecotricity Electricity	Direct Debit	£81.67	£4.08	£85.75
Energy	Ecotricity Electricity	Direct Debit	£114.64	£5.73	£120.37
Energy	Ecotricity Electricity	Direct Debit	£373.30	£74.66	£447.96
Energy	Ecotricity Gas	Direct Debit	£166.40	£8.32	£174.72
Insurance	Zurich Municipal	Online	£5,493.89	£0.00	£5,493.89
Licences	PPL/PRs	Online	£193.90	£38.78	£232.68
NNDR	CSD/DCC	Direct Debit	£1,292.00	£0.00	£1,292.00
Office supplies	Viking Direct	Online	120.87	24.96	£145.83
PAYE M2	HMRC	Online	£1,366.80	£0.00	£1,366.80
Repairs	Drains Oswestry	Online	£110.00	£0.00	£110.00
Repairs	ASAP Signs	Online	£39.00	£7.80	£46.80
Salary M2	Staff	Online	£3,766.66	£0.00	£3,766.66
		Totals	£13,666.01	£233.38	£13,899.39

Llangollen Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	40,700.00	6,345.42	34,354.58 (84%)	34,354.58
Asset Management			0.00 (N/A)	74,000.00	6,351.10	67,648.90 (91%)	67,648.90
Bank Charges			0.00 (N/A)	400.00	11.25	388.75 (97%)	388.75
Capital Financing			0.00 (N/A)			0.00 (N/A)	0.00
Community			0.00 (N/A)	8,000.00	3,120.00	4,880.00 (61%)	4,880.00
Cost of Democracy			0.00 (N/A)	9,516.00	467.76	9,048.24 (95%)	9,048.24
Energy Costs			0.00 (N/A)	16,500.00	2,421.80	14,078.20 (85%)	14,078.20
Income	217,016.00	87,300.40	-129,715.60 (-59%)			0.00 (N/A)	-129,715.60
Office Costs			0.00 (N/A)			0.00 (N/A)	0.00
Staff Costs			0.00 (N/A)	56,900.00	11,234.88	45,665.12 (80%)	45,665.12
NET TOTAL	217,016.00	87,300.40	-129,715.60 (-59%)	206,016.00	29,952.21	(85%)	46,348.19

Total for ALL Cost Centres	87,300.40	29,952.21
V.A.T.		1,741.48
GROSS TOTAL	87,300.40	31,693.69

Llangollen Town Council

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		221,386.21
	ADD Receipts 01/04/2025 - 30/04/2025		84,199.73
	SUBTRACT Payments 01/04/2025 - 30/04/2025		305,585.94
			13,109.83
	Cash in Hand 30/04/2025 (per Cash Book)		292,476.11
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Llangollen Town Council Current 30/05/2025	126,069.20	
	Llangollen Town Council Instant 30/04/2025	166,406.91	
			292,476.11
	Less unrepresented payments		
			292,476.11
	Plus unrepresented receipts		
	Adjusted Bank Balance		292,476.11
	A = B Checks out OK		

REPORT FOR: **Decision.**
REPORT AUTHOR **Town Clerk.**
SUBJECT: **Request for financial support to plant a tree in memory of former Town Mayor Suzanne Williams.**

1. Summary.

- 1.1 To consider a request for financial support to plant a tree in memory of former Town Mayor Suzanne Williams.

2. Background.

- 2.1 The Town Clerk and Cllr Richards-Gwilliam have been contacted by former Member C Ellis and former clerk Margaret Pierce-Jenkins to ascertain if the Town Council would consider financial support towards planting of a tree, at Plas Newydd, in memory of former Town Mayor Suzanne Williams.
- 2.2 Since the creation of the Town Council in 1976 the only Councillor to be recognised in this manner, following his death, was Cllr C Mann, due to the fact that he was the first Town Mayor of the newly formed Llangollen Town Council. However, that said, Members may wish to consider making a financial donation on this occasion which could be covered from this financial year's community grants cost code.
- 2.3 The costs of planting a large tree varies from £250 - £1,000 of depending on the maturity of the tree and the species. Additionally, there would be cost associated with a commemorative plaque which would be in the region of £75 again dependant on the type required.
- 2.4 No details about the species, or maturity of the tree have been supplied and therefore it is felt that a contribution from the Town Council of up to £500.00 would appear to be reasonable on this occasion if Members are minded to consider this request.

3. Recommendation

- 5.1 That Members agree to a contribution of up to £500.00 to support planting a tree in memory of former Town Mayor Suzanne Williams.

6. Reason for Recommendation,

- 6.1 To support community initiatives.