

Cyngor Tref Llangollen Town Council.

Agenda. 17.03.2026.

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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 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 |
| 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.
a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar, fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on as a correct record. |
| 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

a) Authorised Payments
b) Datganiadau Ariannol
c) Cysoni banc
d) Adroddiad Archwilwyr Mewnol
e) Adroddiad Tâl Blynnyddol Comisiwn Ffiniau Democratiaeth a Ffiniau Cymru ar gyfer 2026–27 | 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.

Authorised Payments
Financial Statements
Bank reconciliation
Internal Auditors Report
Democracy and Boundary Commission Cymru
Annual Remuneration Report for 2026–27 |
| 9. Rhan B, Gwahardd y cyhoedd a 'r Wasg.
Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, ni chaiff y wasg na'r cyhoedd eu cynnwys yn y trafodaethau ar yr eitem ganlynol ar y sail y byddai eu datgelu yn | Part B, Exclusion of Public and Press.
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would |

niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.

be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 10** Goblygiadau Codiadau Cyflog Byw
· Cenedlaethol Ebrill 2026 ar bwynt cyflog SCP2
NJC

Implications of the April 2026 National Living Wage Rises on NJC SCP2 pay point.

Authorised Payments March

Description/Disgrifiad	Cyflenwr/Supplier	Dull / Method	Net	TAW/VAT	Gros/Gross
Broadband	British Telecom	Direct Debit	£61.22	£12.24	£73.46
Bank charges	Unity Trust Bank	Charge	£11.95	£0.00	£11.95
Cloud Services	ACS Technology	Direct Debit	£242.30	£0.00	£242.30
Cloud Services	ACS Technology	Direct Debit	£240.00	£0.00	£240.00
Cloud services	BrightHR	Direct Debit	£8.44	£1.68	£10.12
Energy	Ecotricity Electricity	Direct Debit	40.24	2.01	42.25
Energy	Ecotricity Electricity	Direct Debit	£122.43	£6.12	128.55
Energy	Ecotricity Electricity	Direct Debit	£502.17	£100.43	£602.60
Energy	Ecotricity Gas	Direct Debit	£450.66	£90.13	£540.79
Pension	Nest	Direct Debit	£76.58	£0.00	£76.58
Trade Waste	CSD/DCC	Direct Debit	£85.56	£0.00	£85.56
Audit	JDH Business Services Ltd	Online	£425.00	£85.00	£510.00
Civic Costs	Connah's Quay Town Council	Online	£33.33	£6.67	£40.00
Civic Costs	Mold Town Council	Online	£76.00	£0.00	£76.00
Cleaning	Ultraclean	Online	327.82	£65.56	£393.38
Member training	One Voice Wales	Online	£42.00	£0.00	£42.00
Printing	ASAP Signs	Online	£85.00	£17.00	£102.00
Printing	Rawsons Digital	online	£40.91	£8.18	£49.09
Projects	Davies Brothers Ltd	Online	£41,800.00	£8,360.00	£50,160.00
Projects	Sew Simple Llangollen	Online	£5,500.00	£0.00	£5,500.00
Repairs	Watkin and Williams	Online	£47.76	£8.55	£56.31
Translation	B Jones	Online	£151.64	£0.00	£151.64
Month 11 Payroll					
Salary	Staff	Online	£4,528.13	£0.00	£4,528.13
PAYE M10	HMRC	Online	£1,594.46	£0.00	£1,594.46
			£56,493.60	£8,763.57	£65,257.17

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)	42,200.00	33,961.15	8,238.85 (19%)	8,238.85
Asset Management			0.00 (N/A)	85,600.00	67,219.01	(21%)	18,380.99
Bank Charges			0.00 (N/A)	400.00	103.80	296.20 (74%)	296.20
Capital Financing			0.00 (N/A)	10,000.00			10,000.00
Community			0.00 (N/A)	11,000.00	8,407.00	2,593.00 (23%)	2,593.00
Cost of Democracy			0.00 (N/A)	9,516.00	4,470.37	5,045.63 (53%)	5,045.63
Energy Costs			0.00 (N/A)	16,500.00	11,692.55	4,807.45 (29%)	4,807.45
Income	217,016.00	237,020.44	20,004.44 (9%)			0.00 (N/A)	20,004.44
Office Costs			0.00 (N/A)			0.00 (N/A)	0.00
Staff Costs			0.00 (N/A)	56,900.00	60,283.85	-3,383.85 (-5%)	-3,383.85
NET TOTAL	217,016.00	237,020.44	20,004.44 (9%)	232,116.00	186,137.73	(19%)	65,982.71

Total for ALL Cost Centres

237,020.44

186,137.73

V.A.T.

15,124.55

GROSS TOTAL

237,020.44

201,262.28

REPORT AUTHOR: Town Clerk
SUBJECT: Internal Auditors Report.
REPORT FOR: Decision

1. Purpose of report.

1.1 To consider the internal auditors report on the annual return for the year ending 31 March 2024.

2. Background.

2.1 JDH Business services (JDH) have completed the internal audit by testing of the internal controls specified on the Annual Return for local councils in Wales on the accounts for the year ending 31 March 2026. The internal audit covered:

- a) Checking that books of accounts have been properly kept throughout the year
- b) Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- c) Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- d) Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- e) Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- f) Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for.
- g) Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.
- h) Checking the accuracy of the asset and investments registers
- i) Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- j) Year-end testing on the accuracy and completeness of the financial statements
- k) Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee.

2,2 The results of the audit are detailed in appendix 1, together with the Town Councils response to the recommendations.

3. Auditors' conclusions.

3.1 On the basis of the internal audit work carried out, which was limited to the tests indicated above, it was JDH's view that the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year JDH will follow up all recommendations included in the action plan.

4. Recommendation.

- 4.1 It is recommended that the internal auditors' report be accepted and that the identified actions be address before the Town Mayor is authorised to sign the Annual Return for submission to the external auditors.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and financial probity.

Appendix 1

JDH Business Services Limited

ACTION PLAN

	ISSUE	RECOMMENDATION	CLERKS COMMENT
1	<p>As part of our testing of payments, we reviewed the following payment made using the Barclaycard:</p> <p><i>89 9/7/25 Charlie's Stores £439.98</i></p> <p>We have not been provided with the actual receipt only the Barclaycard statement so we cannot identify what the payment is for and no description is provided within SCRIBE.</p> <p>We note that payments in SCRIBE made using the Barclaycard are now posted to the correct cost centre however the 'Supplier' is stated as 'Barclaycard Commercial' and VAT does not appear to be analysed separately.</p>	<p><i>The correct supplier details should be entered into the SCRIBE ledger and VAT should be analysed in order that the VAT records within SCRIBE are correct.</i></p> <p><i>The receipts should be either uploaded to SCRIBE or provided to internal audit on request.</i></p> <p><i>The schedule of payments approved by Council list the payments as payments to Barclaycard rather than the actual supplier.</i></p>	<p>The recommendations are noted and, in the future, the actual invoices and details of the suppliers will be added to SCRIBE</p>

2	<p>Testing of a sample of payments identified the following:</p> <ul style="list-style-type: none"> • A payment to Mega Electrical NW Ltd for £4800 (inc VAT) on 22/12/25 did not match the amounts approved by Council in the January 2026 minutes of £4740, £900 and £780 totalling £6,420. • We could not locate approval in the minutes or the supporting schedules in the Agenda for a payment of £3,600 to Mega Electrical Ltd on 22/5/25. 	<p><i>The payments should be recorded accurately in the payments schedules approved by council.</i></p>	<p>The payment was correctly shown on the minutes for December.</p> <p>The payment was correctly shown on the minutes for May. However, the website version was corrupted, and the payment records were missing.</p>
3	<p>Testing of payroll identified that the payroll deductions on the payslips for pension did not agree to the actual payments to NEST each month.</p> <p>e.g. September 2025 Pension deduction from employee is £77.87, employers pension contribution is £58.41. Total = £136.22 Payment to NEST = £76.58</p>	<p><i>The differences between the payroll deductions and the NEST pension system should be investigated to ensure that any balances due to NEST are paid.</i></p>	<p>Payments are made according to the rates determined on the nest website. However, clarification has been sought for the pension provider.</p>

REPORT AUTHOR: Town Clerk.
SUBJECT: Democracy and Boundary Commission Cymru Annual Remuneration Report for 2026–27
REPORT FOR: Decision.

1. Purpose of report.

1.1 To consider the Democracy and Boundary Commission Cymru (DBCC) Annual Remuneration Report for 2026–27.

2. Background.

2.1 The DBCC has prepared their Annual Remuneration Report for 2026–27, prepared in accordance with Section 69G of the Democracy and Boundary Commission Cymru etc. Act 2013. This report sets out the Commission’s decisions regarding the remuneration, expenses, and benefits applicable to elected and co-opted members across Wales’ principal councils, community and town councils, fire and rescue authorities, and national park authorities. You can read the report at Remuneration | DBCC.

2.2 This is the first report since the Commission took over this responsibility from the Independent Remuneration Panel for Wales. It builds on the strong framework we have inherited, while also beginning a forward-looking review of several key areas, including:

- Resettlement payments for principal councillors who are not re-elected;
- The remuneration framework for senior positions within principal councils and corporate joint committees;
- The approach to annual uprating, including assessing whether the Annual Survey of Hours and Earnings remains the most suitable benchmark;
- Continued engagement with partners such as the Welsh Local Government Association and One Voice Wales.

2.3 The only change for members of community and town councils is to the optional financial loss compensation, which has been increased by 6.4%, reflecting the increase in average earnings. Other payments for community and town council members are unchanged for the coming year. Full details are provided in the report at Remuneration | DBCC.

3. Payments to Community and Town Councils

3.1 Where a decision is required by a council, this should be done at the first meeting following receipt of the Annual Report. Llangollen Town Council is now classed as a Group 3 council, as in the 2025.26 financial year whilst having a having an electorate between 1,000 to 4,999 it had expenditure exceeding £200,000 a year. Therefore, the following determinations are applicable.

Type of payment	Group 3 Council	Decision required	Recommendation
Extra Costs Payments	Mandatory £156 for all members	No	Mandatory
Senior Role.	Mandatory £500 for 1 Members, optional up to 5	No for first payment.	Payment made to Town Mayor only

Mayor or Chair	Optional up to a maximum of £1,500	Yes	Do not pay
Deputy Mayor or Deputy.	Optional up to a maximum of £500	Yes	Do not pay
Attendance Allowance.	Optional up to a maximum of £30	Yes	Do not pay
Financial Loss	Optional	Yes	Pay
Cost of Care or Personal Assistance.	Mandatory	No	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all Members	Yes	Provide full reimbursement for all Members

4. Member payments 2025/26.

4.1 The mandatory payments for each Member (pro rata for co-opted Members) for are detailed below:

Member	Service (months)	Payment
Cllr Collinge	12	£156.00
Cllr Edwards	12	£156.00
Cllr Felton	12	£156.00
Cllr Haddy	12	£156.00
Cllr Hyde	12	£156.00
Cllr Jones	12	£156.00
Cllr Morris (Town Mayor)	12	£656.00
Cllr Richards-Gwilliam	12	£156.00
Cllr Robinson	5	£65.00
Cllr Susanthan	12	£156.00
Cllr Todd	10	£130.00

4.2 Members are required to complete a declaration to comply with the current requirements of HMRC in respect of “homeworking” arrangements.

5. Recommendations.

5.1 It is recommended that the Town Council notes the mandatory payments and agrees the payments defined in paragraph 3.1 of this report, unless Members wish to forgo part or all the payments, and approves the other Member payments identified for 2025/26.

6. Reasons for recommendations.

6.1 To ensure probity in financial matters.