

**LLAWHADEN COMMUNITY COUNCIL**  
**INCORPARATING LLAWHADEN, ROBESTON WATHEN, GELLI & BETHESDA**

**Minutes** for the Community Council meeting held on Thursday 15<sup>th</sup> June 2023 at 20:00hrs at Llawhaden YFC & Community Hall.

**Present:**

Michael Thomas (Vice Chairman)     Samantha Hebblethwaite     Victoria Rabiya McAndrew  
Tim Simons     Samantha Philipps-Harries (Clerk)

**1. Chairman's Remarks.**

Michael welcomed everyone to the meeting.

**2. Apologies for Absence.**

Apologies for absence were received from Tracy Watkins, Catherine Hancock and Di Clements.

**3. Declaration of Members Interests.**

There were no declaration of members interests.

**4. Confirmation of Minutes of the Last Meeting – 18<sup>th</sup> May 2023.**

Minutes of the meeting held on the 18<sup>th</sup> May 2023, were confirmed as a true record. Proposed by Victoria and seconded by Tim.

**5. Matters Arising There From**

- a. Broadband Project Update: email update received from Di – “ *Broadway gone into administration. Extremely disappointing considering all the work that has gone into the project by many parties. I've spoken to PCC Head of IT, who this comes under re the vouchers that have been submitted - he says that DCMS (UK Gov) are happy with the arrangement that if a buyer for Broadway is found soonish then the vouchers will be transferred over. However, that may change if no buyer comes forward. However, it is all in the hands of the administrators. Watch this space, I think. Hopefully we will have more info by next meeting as there was a time limit, I believe to find another buyer.*”
- b. Playing Field, Llawhaden:
  - Keep Wales Tidy Development update/ Other Grant Update (Tesco Community Grants Application) – Samantha and Tracy have agreed to meet with the Keep Wales Tidy team on 22<sup>nd</sup> June, if the grant application was successful then a whole host of additional gardening equipment could be available to the Playing Field Project. An application had been made to the Tesco Community Grant, all the necessary information had been sent to them and we would wait to hear from them.
  - Tir Coed – next Volunteer/Working Day –Sun 25<sup>th</sup> June.
  - Sit on mower hire: currently Mr Bickerton (villager) has kindly been cutting the grass. If ever the grass was too much for Mr Bickerton, then a local farmer had offered to cut and remove the grass for a fee of approximately £50 per cut. There was no update on the sit on mower.
  - At a recent Luncheon Club Mrs Addison from Llawhaden, had expressed how lovely it was to hear about the works being carried out at the playing field. She has kindly donated £25 towards the ongoing project, which was gratefully received. The clerk would write a letter of thanks to Mrs Addison.
- c. Luncheon Club – The next meal was on 22<sup>nd</sup> June.
- d. Llawhaden Planning/Right of Way issues: Planning – Di has met with Sam Kurtz Senedd Member (SM) last week, and the owner of Broomhill Cottage re the lengthy process of when a decision will be made on Cwm farm. Also, the number of retrospective planning applications anyone can make, and the extension of time given by WG to comply with the enforcement notice. Sam made a business statement in the Senedd about this this week. However, he is also writing to the minister so we will wait for the response, and I will update the community council when a reply is received. Di also met with head of Planning, Nicola Gandy and highlighted several unauthorised developments, some

Signed: Tracy Watkins

Chair of Llawhaden Community Council

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already being dealt with, some unknown and that it was important to keep the County Council updated regularly. She kindly took onboard my concerns and made a commitment to enforcement again. There was a lot to get through and some were very complicated, but they were working their way through them. No further info on the manorial rights issue. I also understand that the survey work on the wall has been submitted to PCC for consideration regarding the planning application.

- h. Grit Bin request for SA66 7HH following accidents during icy road conditions: no update at present.
- i. Let's get Frankie to Walk Campaign – email of thanks for the £50.00 donation.
- j. BHIB Councils Insurance – confirmation of payment.

**6. Finance**

**a. Estimated NatWest Bank Account balances as at 15<sup>th</sup> June 2023:**

Est Opening Balance	£4341.01	Savings Account	£1,447.33
Cheques to be Presented			
Narberth Sand & Gravel	£72.00		
Luncheon Club	£30.00		
Frankie Ridge	£50.00		
Spring Newsletter	£75.00		
BHIB Insurance	£238.68		
Estimated Closing Balance	£2965.33		

**b. Internal Audit Report April 2022 to March 2023: Mr Dylan Harries had kindly actioned the internal audit and the following was presented to the meeting:**

- Community & Town Councils in Wales Annual Return (internal audit actioned).
- Cash book.
- Bank reconciliation.
- Explanation of significant variances on the accounting statements.
- Statement of accounts.
- Comparison Statement of accounts to previous financial audit (31/03/2020).
- Explanation of earmarked funds.
- Asset Register
- Risk assessment and management (financial).
- Comparison of budget to actual spend.
- Budget Forecast.

**Internal Audit matters requiring an adverse qualified opinion:**

- i. *I have been unable to satisfy myself that Periodic and year end bank account reconciliations have been properly carried out as required by section 2.2 of your financial regulations. The basis of my opinion is as follows:*

*Whilst your minutes regularly reports 'estimated' bank balances, I have not been able to inspect papers that effectively demonstrate how those estimates were calculated. I appreciated that the relevant bank statement may not have been issued in time for each council meeting, but a regularly maintained cashbook / income & expenditure spreadsheet would provide a record of the calculated bank balance at any point in time. The risk to the council is demonstrated by the entry in your minutes for 9th February 2023 which records an unexplained difference between estimated and actual bank balance of £971.85.*

*Your Financial regulation 2.2 records your requirement to produce regular bank reconciliations. A bank reconciliation needs to demonstrate agreement between your calculated bank balance (as*

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*recorded in the cashbook / Income & expenditure spreadsheet) to the latest bank statement. A suggested proforma of a bank reconciliation statement is as follows:*

		Bank Rec dated	31/01/23
		£	£
Bank balance per cashbook – e.g.			<u>4725.35</u>
Bank Balance per bank statement		5250.00	
less outstanding cheques			
Cheque No 534		250.00	
Cheque No 535		274.65	
			<u>4725.35</u>
Difference NIL			0.00

*Your financial regulations at 2.2 further states that 'the member shall sign the reconciliations and the original bank statement as evidence of verification. This does not appear to have been done.*

ii. *I wish to draw to the attention of the committee to the following matters which are considered incidental failings in procedures: -*

- *My audit report dated 21st June 2022 referred to the absence of a three-year forecast of income and expenditure being considered. No actions seem to have been taken in this regard and as suggested in my report, if the council is of the opinion that such a three-year forecast is not required then you should consider amending your Financial Regulations. I note that your Financial Regulations were approved at your AGM as requiring no need for change. Please refer to your Financial Regulation number 17 for the procedure to effect amendments. Please also refer to my audit report for 2022 at point 4 where I recommended that the master copy of your financial regulations be initialled and dated by the chair presiding at the AGM. This does not appear to have been done.*
- *Except in exceptional circumstances, your financial regulations state that council approval is required prior to payments being made. Whilst this is evidently being done as your standard practice, I need to refer you to minute number 5c for the meeting of 5th January 2023 which clearly indicates that the council approved payment to be made to the Bush Inn in the sum of £1118.95. This payment had however already been made on 19th December 2022. In these circumstances, please ensure that you follow the guidance in your financial regulations where payment is required prior to the next scheduled council meeting.*
- *Fixed Asset schedule. Your financial regulation 13.6 requires that your fixed asset register to be verified at least annually. Whilst I appreciated that the total fixed assets figure is approved as part of the Annual return approval, for completeness, I would recommend that the Council Chair also signs the supporting fixed asset register.*
- *I note that your supporting schedules to be submitted with your 2023 annual return are headed 'Grant Thornton'. Bearing in mind that the external Audit is to be conducted by Audit Wales, does reference to Grant Thornton need to be removed? Please also review the period end dates recorded on the supporting schedules. For example, your forecast for 23/24 is headed with year ended 31 March 2022 and your Bank reconciliation for year ended 31 March 2023 has references to balances on 31 March 2022 and 31 March 2021.*
- *I note that the 2022 Annual return was signed by the chairman on 7th July 2022 being the date of a council meeting. However, there is no specific mention in the minutes that the annual return was approved for signing. I would recommend for future reference that your minutes clearly record the approval of such documents.*
- *On a separate non audit matter, I wish to draw your attention that you have a potential outstanding claim for VAT recovery on asset purchases made in March 2022 and July 2023.*

*The clerk agreed that there were elements that she had not actioned and would ensure that all the items highlighted in the internal audit report were rectified during this financial year.*

Signed: Tracy Watkins

Chair of Llawhaden Community Council

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To that end the Town and Community Council Financial Audit 2022/2023 for Llawhaden Community Council was verified, and all present agreed for the Chairman and the Clerk/RFO to sign the document.

An invoice was received from Mr Dylan Harries for attending to the provision of Internal Audit Report for the year ended 31<sup>st</sup> March 2023, totalling £155.00. It was agreed by all councillors present to pay the invoice. Proposed by Samantha H and seconded by Victoria.

**7. Correspondence**

- a. Paul Sartori Donation Request: it was agreed to discuss any donation requests (unless time sensitive), when the Budget / Precept planning was discussed, usually in the November meeting. The clerk would ensure that any requests that were received were included on the agenda for the November meeting.
- b. Appointment of Community Council Member of the Standards Committee – applications required by 23<sup>rd</sup> June 2023 – noted.

**8. Planning**

- a. Coed Tannerdy, Drim Woods, Gelli, Llawhaden, Pembrokeshire, SA66 7HR: Forestry workers shed (22/1060/PA) – Refused.

**9. Points of interest raised by the County Councillor.**

No further points were raised in Di's absence.

**10. Any Other Business**

- a. Defibrillator Check / Defibrillator electricity reimbursement for Gelli, Bethesda, Robeston Wathen and Llawhaden.
  - Checks have been carried out on the defibrillators and no issues highlighted – all in working order.
  - Electricity reimbursement: it was agreed that a payment of £25.00 be made to the following:
    - Llawhaden YFC and Community Hall
    - Glendale Garage, Bethesda
    - Mr John , Gelli

Mr Tim Parry from Dyrham Service Station (Dicky Parry's), Robeston Wathen had kindly declined the £25 re-imbusement.

All councillors agreed to the £25.00 reimbursement, and it was proposed by Tim and seconded by Samantha H.
- b. Communications to include discussions on the Summer Newsletter - when to post the physical version / Facebook Page / WhatsApp Groups / Dedicated Generic Email Address for communications for events etc. It was agreed that a separate email address be set up to allow for mailshots advertising community events etc. Any ideas for the name of the new email address were to be brought to the next meeting. This would be advertised in the Summer Newsletter, which would be produced and emailed out at the end of July, beginning of August.
- c. Community Fun Day 27/08/2023 – it was agreed that the planning meeting for the Fun Day would take place on Monday 26<sup>th</sup> June 2023 at 19:30 hrs at the Bush Inn, Robeston Wathen.

**11. Next Meeting**

The next meeting on Thursday 6<sup>th</sup> July 2023 at 20:00hrs, at Llawhaden YFC & Community Hall.

As there was no further business the meeting closed at 21:45 hrs.

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