



Clerk to the Council/
Clerc i'r Cyngor:

MRS.R.V.TUCKER, B.A.

26 February 2021/26 Chwefror 2021

Dear Sir/Madam,

You are hereby requested to attend a meeting of the **POLICY & FINANCE COMMITTEE** virtually over Teams at **6.30 PM** on **WEDNESDAY 3 MARCH 2021**.

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID** yn Rhith Gyfarfod am **6:30 yf, DYDD MERCHER 3 MAWRTH 2021**.

Yours faithfully/ Yr eiddoch yn gywir

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

A G E N D A

1. **Apologies**
To receive and accept apologies.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**
To approve schedule of receipts and payments for December 2020 (attached: pages 1 – 3).
4. **Financial Budget Comparison (Monitoring Report)**
To receive and consider the financial monitoring report to the end of December 2020. (attached: pages 4 -6).

5. **Local Voluntary Funding**
To confirm the following applications for Local Voluntary Funding (attached: pages 7 - 15).
6. **Risk Register**
To review the Risk Register. Previously reviewed in June 2019. (attached: pages 16 - 24).
7. **Final Accounts**
To approve the final accounts, the Annual Return, and the Audit report for 2019/2020 (attached: pages 25 – 38).
8. **Use of Council Credit Card**
To approve the credit card payments made in November/December as attached: page 39).
9. **Orbits – Support Blocks**
To consider options for support blocks from Orbit (attached: page 40).
10. **Thank you Letter**
To receive a thank you letter from Padre Pio RC School for the contribution towards Forest School lessons (attached: page 41).

*Councillors: Councillors: Mrs N. P. Parrish (Chair) J. Killick (Vice-Chair), Ms K. Arthur, Miss L. Clarkson, G. Davies, M Ford, Mrs E. Hunt, R. Overton, A. Lang, B.M. Taylor.
Chairman and Leader ex officio.*

**POLICY FINANCE MEETING
3 MARCH 2021**

SCHEDULE OF PAYMENTS - JANUARY 2021

VO NO	CHQ NO	TO WHOM PAID	DETAILS	AMOUNT
323	DD	Cathedral Leasing	Hygiene Disposal Bins	36.40
324	DD	Worldpay	Card Payment Charges	44.80
325	DD	Worldpay	Automated Payment Fee	23.94
326	DD	Barclaycard	Credit Card - Various	1,101.37
327	DD	BT Payment Services	Mobile Phone	28.80
328	DD	123 Telecom	Broadband/Telephone Charges	194.40
329	SO	Torfaen County Borough Council	Salaries	14,000.00
330	DD	British Gas	Gas Charges - Office	904.41
331	BP	Torfaen County Borough Council	Building Cleaning - Office	655.67
332	BP	OrbitsIT	Monthly Licences - January	202.44
333	BP	British Gas	Electricity Charges - Unit 8	11.90
334	BP	Chubb Fire & Security	To be paid in February	
335	BP	Garnteg Primary School	Forest Schools	220.00
336	BP	George Street Primary	Forest Schools	220.00
337	BP	Padre Pio RC School	Forest Schools	220.00
338	BP	Griffithstown Primary School	Forest Schools	220.00
339	BP	Ysgol Bryn Onnen	Forest Schools	220.00
400	BP	Cwmffrdoer Primary School	Forest Schools	220.00
401	BP	Penygarn Community Primary School	Forest Schools	220.00
402	BP	West Mon RFC	LVF - J Killick	400.00
403	BP	Pontymoile OAP Hall	LVF - J Killick	400.00
404	BP	Race Football Club	LVF - J Killick	400.00
405	BP	Pontymoile Community Hall	LVF - J Killick	400.00
406	BP	Torfaen County Borough Council	Salary Adjustment - January	3,707.85
				<hr/>
				24,051.98

**POLICY FINANCE MEETING
3 MARCH 2021**

SCHEDULE OF PAYMENTS - JANUARY 2021

407	BP	J S Cleaning	Window Cleaner	24,051.98
408	BP	Restore Datasheed	Disposal - Confidential Papers	108.00
409	BP	Initial Washroom Hygiene	Mat Service - February	64.79
410	BP	CCLA	Interest	4.41
411	116214	NLA	Unpresented Cheques	24.62
412	116266	Ti a Fi	Unpresented Cheques	- 390.00
413	116299	Various Recipients	Unpresented Cheques	- 300.00
414	116300	Various Recipients	Unpresented Cheques	- 1,011.70
415	116340	Joogleberry	Unpresented Cheques	- 270.00
416	116341	Joogleberry	Unpresented Cheques	- 600.00
417	116372	Leg Up	Unpresented Cheques	- 200.00
418	116389	Friends of Garnteg	Unpresented Cheques	- 250.00
419	116431	Pontypool Library	Unpresented Cheques	- 100.00
420	116182	Penygarn & Trevethin Luncheon	Unpresented Cheques	- 500.00
421	116190	Griffithstown Community Hall	Unpresented Cheques	- 350.00
421	116527	Spirit Choir	Unpresented Cheques	- 65.00
422	DD	Torfaen County Borough Council	Rates - Unit 8	77.00
423	DD	Torfaen County Borough Council	Rates - Office	883.00
				<hr/>
				21,177.10

POLICY FINANCE MEETING - WEDNESDAY 3 MARCH 2021

SCHEDULE OF RECEIPTS - JANUARY 2021

	FROM WHOM RECEIVED	DETAILS	AMOUNT
DECEMBER	CCLA	Interest - January	24.62
			<hr/> 24.62

Pontypool Community Council
Financial Budget Comparison
31st December 2020

		2020/2021	Revised	Actual Net	Balance	Notes
INCOME						
Council						
101	Precept	£702,452.00	£702,452.00	£702,452.00	£0.00	
102	Income from Sale of Taskforce fixed assets	£0.00	£0.00	£1,588.80	£1,588.80	
105	V.A.T.Refund	£0.00	£0.00	£9,220.37	£9,220.37	
115	Refreshments	£150.00	£0.00	£0.00	£0.00	
Total Council		£702,602.00	£702,452.00	£713,261.17	£10,809.17	
Policy & Finance Committee						
301	Bank Interest (CCLA)	£2,000.00	£1,400.00	£841.34	-£558.66	
305	Sub-lettings	£300.00	£0.00	£0.00	£0.00	
310	Bank Charges Refund	£60.00	£60.00	£71.95	£11.95	
315	Misc Income	£0.00	£0.00	£10.00	£10.00	
320	Publications	£0.00	£0.00	£110.00	£110.00	
330	Pontypool Regeneration	£0.00	£0.00	£8,988.47	£8,988.47	
Total Policy & Finance Committee		£2,360.00	£1,460.00	£10,021.76	£8,561.76	
Events Committee						
501	Party in the Park	£12,800.00	£0.00	£0.00	£0.00	
505	Christmas Trees	£2,000.00	£2,000.00	£0.00	-£2,000.00	
Total Events Committee		£14,800.00	£2,000.00	£0.00	-£2,000.00	
Total Income		£719,762.00	£705,912.00	£723,282.93	£17,370.93	

Pontypool Community Council

Financial Budget Comparison

31st December 2020

	2020/2021	Revised	Actual Net	Balance	Notes
EXPENDITURE					
Establishment Committee					
2001	Salaries	£210,000.00	£206,000.00	£145,844.98	£60,155.02
2010	Conferences/Training	£2,000.00	£2,000.00	£350.00	£1,650.00
2015	Health and Safety & PPE	£1,500.00	£1,500.00	£233.98	£1,266.02
2020	Payroll Charges	£700.00	£700.00	£0.00	£700.00
Total Establishment Committee		£214,200.00	£210,200.00	£146,428.96	£63,771.04
Policy & Finance Committee					
3001	Rent, Rates & Water	£28,800.00	£28,800.00	£27,547.61	£1,252.39
3010	Fuel Charges	£6,000.00	£6,000.00	£3,205.35	£2,794.65
3015	Office Equipment & Consumables	£10,000.00	£11,300.00	£12,089.04	-(£789.04) (1)
3025	Cleaning	£9,500.00	£9,500.00	£6,049.66	£3,450.34
3030	Repairs/Refurbishment	£4,000.00	£4,000.00	£2,297.55	£1,702.45
3035	Fixed Rental & Maint Charges	£8,400.00	£9,850.00	£6,987.25	£2,862.75
3110	Insurance	£6,000.00	£4,500.00	£3,603.69	£896.31
3120	Association Subscriptions	£5,625.00	£5,625.00	£0.00	£5,625.00
3122	Stationery	£1,600.00	£1,600.00	£417.44	£1,182.56
3125	Audit Fee	£4,000.00	£4,000.00	£216.90	£3,783.10
3130	Postages	£2,060.00	£2,060.00	£0.00	£2,060.00
3160	Photocopying Costs	£1,500.00	£1,500.00	£305.50	£1,194.50
3165	Advertising	£1,500.00	£1,500.00	£0.00	£1,500.00
3170	Publications	£1,000.00	£1,000.00	£430.70	£569.30
3175	Website Design	£1,000.00	£1,120.00	£1,120.00	£0.00
3180	Welsh Language Translation	£800.00	£800.00	£17.49	£782.51
3185	Bank Charges (Current Account)	£360.00	£360.00	£313.55	£46.45
3190	Mobile Telephone	£247.20	£247.20	£192.00	£55.20
3200	Local Voluntary Funding	£62,500.00	£52,500.00	£10,210.00	£42,290.00
3210	Community Notice Boards	£5,000.00	£5,000.00	£0.00	£5,000.00
3500	Youth Council (Delegated Budget)	£1,250.00	£1,250.00	£250.00	£1,000.00
3600	Election Expenses	£5,000.00	£5,000.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£750.00	£0.00	£750.00
3610	Members Remuneration IRPW	£6,000.00	£6,000.00	£4,700.00	£1,300.00
3615	Repairs, Chain of Office	£500.00	£500.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£250.00	£0.00	£250.00
3625	Conference Fees & Expenses	£500.00	£500.00	£0.00	£500.00
3630	Attendance Allowance	£500.00	£500.00	£0.00	£500.00
3635	Members Training	£1,000.00	£1,000.00	£0.00	£1,000.00
3640	Publicity Items	£1,000.00	£1,000.00	£0.00	£1,000.00
3645	Photographs	£150.00	£150.00	£0.00	£150.00
3650	Refreshments	£1,200.00	£600.00	£0.00	£600.00
3655	Annual Dinner	£2,500.00	£0.00	£0.00	£0.00
3660	Chairman's charity payments	£0.00	£0.00	£1,011.70	-(£1,011.70)
Total Policy & Finance Committee		£171,492.20	£168,762.20	£80,965.43	£87,796.77
Planning & Environment Committee					
4001	Environmental Awards/Projects	£4,000.00	£4,000.00	£1,960.00	£2,040.00
4005	Litter Bins / Doggy Bins	£4,000.00	£4,000.00	£0.00	£4,000.00
4010	Spring Flowers	£2,500.00	£0.00	£0.00	£0.00
4015	Forest School	£2,000.00	£2,000.00	£0.00	£2,000.00
4020	Benches	£2,000.00	£3,000.00	£0.00	£3,000.00
4035	Environmental Quiz	£660.00	£660.00	£0.00	£660.00
4050	Footpaths	£200.00	£200.00	£0.00	£200.00

4055	Woodland Rent & Amazing Tree	£150.00	£150.00	£745.60	£595.60	(2)
4100	Pontypool Regeneration	£30,000.00	£30,000.00	£3,663.84	£26,336.16	
4105	Playschemes/Hunger Club	£29,000.00	£29,000.00	£29,000.00	£0.00	
4110	Public Toilets	£5,000.00	£5,000.00	£0.00	£5,000.00	
Total Planning & Environment Committee		£79,510.00	£78,010.00	£35,369.44	£42,640.56	
Events Committee						
5001	Party in the Park	£15,000.00	£433.50	£433.50	£0.00	
5020	Christmas Lights	£60,000.00	£60,000.00	£23,190.02	£36,809.98	
5025	Christmas Trees	£35,000.00	£35,000.00	£0.00	£35,000.00	
5030	Christmas Cavalcade	£13,000.00	£0.00	£0.00	£0.00	
5050	Eisteddfod	£9,000.00	£3,000.00	£0.00	£3,000.00	
5065	New Events	£5,000.00	£5,000.00	£1,330.00	£3,670.00	
5070	World War Commemoration	£1,244.00	£1,244.00	£0.00	£1,244.00	
5075	Poetry Competition	£300.00	£500.00	£460.00	£40.00	
5080	Photography Competition	£500.00	£500.00	£212.22	£287.78	
5085	Testimonials	£200.00	£200.00	£0.00	£200.00	
5090	Chairman's Concert	£200.00	£200.00	£0.00	£200.00	
5100	Youth Festival - Pontypool Festival	£5,000.00	£5,000.00	£0.00	£5,000.00	
5105	Youth Festival - incl Overseas Airfare	£2,000.00	£0.00	£0.00	£0.00	
5200	Twinning - Chairman's Visits	£2,000.00	£0.00	£0.00	£0.00	
Total Events Committee		£148,444.00	£111,077.50	£25,625.74	£85,451.76	
Grants						
6001	Running Costs Grants	£17,350.00	£17,350.00	£18,000.00	£650.00	
6005	Grounds Maintenance	£8,000.00	£8,000.00	£7,700.00	£300.00	
6010	Sponsorship Grant (Section 19)	£6,000.00	£6,000.00	£0.00	£6,000.00	
6015	Grant Aid Committee (Section 133)	£5,000.00	£5,000.00	£3,850.00	£1,150.00	
6020	Grants- Misc	£5,000.00	£5,000.00	£1,700.00	£3,300.00	
6025	Presentation Evenings	£1,000.00	£0.00	£0.00	£0.00	
6035	Food Bank 2020	£0.00	£20,000.00	£20,000.00	£0.00	
6036	Play Packs 2020	£0.00	£6,700.00	£6,700.00	£0.00	
Total Grants		£42,350.00	£68,050.00	£57,950.00	£10,100.00	
Youth Work Project						
7001	Youth Project	£53,000.00	£20,000.00	£0.00	£20,000.00	
7005	Other Community Benefit Projects	£20,000.00	£0.00	£0.00	£0.00	
Total Youth Work Project		£73,000.00	£20,000.00	£0.00	£20,000.00	
Total Expenditure		£728,996.20	£666,099.70	£346,339.57		
Total Income		£719,762.00	£705,912.00	£723,282.93		
Total Expenditure		£728,996.20	£666,099.70	£346,339.57		
Total Net Balance		-£9,234.20	£49,812.30	£376,943.36		

Notes:

1 & 2 specific items within these nominal codes are funded by use of Earmarked Reserves

POLICY & FINANCE - 3RD MARCH 2021

LOCAL VOLUNTARY FUNDING

Councillor	Requested Amount	Organisation	Reason	Power/Act to award grant
Mrs N. Parrish B. Rapier Mrs E. Hunt A Lang	£300.00 (4 x £75)	Griffithstown Community Hall	To help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
"	£300.00 (4 x £75)	Griffithstown Allotment Association	Towards running Costs	s.137 LGA 1972 /Power of Well Being s2 LGA 2000
"	£150.00 (4 x £37.50)	Linden Singers	Towards running Costs	Power of Well Being Local Government Act 2000 ss 1 - 5
"	£200.00 (4 x £50)	Pontyfelin Ladies Bowls Club	Towards running Costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
"	£300.00 (4 x £75)	St Johns Ambulance Griffithstown division	Towards running Costs	s.137 LGA 1972 /Power of Well Being s2 LGA 2000

42)	£150.00 (4 x £37.50)	Griffithstown Ladies Club	Towards running Costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
43)	£150.00 (4 x £37.50)	Congregational Church Women's Guild	Towards running Costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
44)	£400.00 (4 x £100)	Panteg AFC	Towards running Costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
45)	£400.00 (4 x £100)	Panteg Park Bowls Club	Towards running Costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
46)	£400.00 (4 x £100)	New Panteg RFC	Towards running Costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
47)	£150.00 (4 x £37.50)	Pontypool Chrysanthemum Society	Towards running Costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
48)	£400.00 (4 x £100)	Golliwopsies Play Group	Towards running Costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000

"	£200.00 (4 x £50)	Torfaen Male Choir (Formerly Pontypool Male Choir)	Towards sheet music and running costs	Power of Well Being Local Government Act 2000 ss 1 - 5
"	£100.00 (4 x £25)	Nidus Childrens choir	Towards sheet music and running costs	Power of Well Being Local Government Act 2000 ss 1 - 5
"	£100.00 (4 x £25)	Pontypool Retired Mens Society	Towards speakers and projects	s.137 LGA 1972/Power of Well Being s2 LGA 2000
"	£400.00 (4 x £100)	Griffithstown Junior AFC	Towards equipment	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
"	£400.00 (4 x £100)	New Panteg Junior Rugby	Towards equipment	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
"	£150.00 (4 x £37.50)	Pontypool Netball Team (Formerly the Swallows Netball Team)	Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
"	£150.00 (4 x £37.50)	Griffithstown Ladies Netball Club	Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
"	£100.00 (4 x £25)	Torfaen Qigong	Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19

62	£300.00 (4 x £75)	Panteg Cricket Club	Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
63	£500.00 (4 x £125)	Sebastopol Junior AFC	Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
64	£400.00 (4 x £100)	1st Griffithstown Scouts	Towards running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
65	£400.00 (4 x £100)	1st Griffithstown Guides	Towards running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
66	£250.00 (3 x £50 + 1 x £100)	Griffithstown Primary School	Towards sports equipment	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
67	£100.00 (4 x £25)	Mello "D"	To help with running costs and sheet music	Power of Well Being Local Government Act 2000 ss 1 - 5
68	£400.00 (4 x £100)	Age Connects Torfaen	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
69	£100.00 (4 x £25)	Needles and Pins	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000

422	£100.00 (4 x £25)	Ennicrocraft Crafting Club	To help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
422	£200.00 (4 x £50)	Friends of Pontypool Park	Towards equipment	s.137 LGA 1972/Power of Well Being s2 LGA 2000
422	£200.00 (4 x £50)	Torfaen Museum Trust	Towards exhibition costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
422	£800.00 (4 x £200)	Panteg House Sports and Social Club	Towards running costs and distributing food and clothes etc	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
422	£400.00 (4 x £100)	TOG's	Towards the project to help children with their social skills	s.137 LGA 1972/Power of Well Being s2 LGA 2000
422	£800.00 (4 x £200)	Friends of Fishponds Park Panteg	To help with running costs and purchase of equipment, flower seeds and bulbs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Mrs N. Parrish B. Rapier Mrs E. Hunt	£150.00 (3 x £50)	Ysgol Panteg	Towards sports equipment	Local Government Act (Miscellaneous Provisions) Act 1976, s.19

Mrs J Jones	£300.00	Art Regen	Help with running costs	Local Government Act 1972, s.145
⁴⁷⁷	£500.00	Cold Barn Farm	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
	£500.00	Panteg House Ladies Bowls	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
	£200.00	Penygarn and Trevethin Jnr AFC	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
	£300.00	Pontypool Retired Mens Bowls	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
	£500.00	Trevethin Vicars and Church Warden	To help with costs to improve the grave yard	s.215 Local Government Act 1972
Mrs R Matthews	£300.00	Parkinsons Support Torfaen	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
N. Byrne	£250.00	Cwmavon Community Hall	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
⁴⁷⁷	£100.00	Cyfannol Women's Aid	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000

627	£250.00	Families need Fathers	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
627	£225.00	Garndiffaith Community Centre	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
627	£150.00	Talywain OAP Club	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
627	£150.00	TCBC Pontypool Library	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
627	£100.00	TOGs Centre	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
627	£150.00	Torfaen flying start	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
627	£50.00	Torfaen Museum	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
627	£150.00	Victoria Village and District Hall	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
627	£150.00	Victoria Village OAP Club	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19

N. Simons	£500.00	Hope GB	Running costs	Charities Act 2011 ss 298-303 Local Government Act 1972 (s139(1))
⁶²⁷	£500.00	George Street Primary School	Funding towards nursery equipment	s.137 LGA 1972/Power of Well Being s2 LGA 2000
⁶²⁷	£500.00	Pontypool Rugby Football Club	Help towards kit	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
⁶²⁷	£500.00	Pontypool and District Schools RFU. Under 11's	To purchase new resources	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
G. Davies	£390.00	Tin on the Wall Abersychan Ward	Towards costs of printing leaflets	s.137 LGA 1972/Power of Well Being s2 LGA 2000
R. Overton	£500.00	New Inn Junior Football	Help towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
⁶²⁷	£500.00	New Inn Pensioners Association	Help towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
⁶²⁷	£500.00	Torfaen Scouts Active Support Unit (based in New Inn)	To run camps for 10-14 year olds	Local Government Act (Miscellaneous Provisions) Act 1976, s.19

677	£500.00	St John Ambulance Cymru Pontypool and District Division New Inn AFC	Towards running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
679	£500.00		Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19

RISKREGISTER – Last Updated June 2019

FINANCIAL AND ADMINISTRATIVE

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDERS= GREEN 5-7=AMBER 8-10=RED	SEVERITY 1-10 UNDERS= GREEN 5-7=AMBER 8-10=RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
Insufficient funding and allocation of resources		<ul style="list-style-type: none"> Prepare annual budget and levy required precept Annual review of charges at budget meeting Regular monitoring of actual against budget 4 year financial forecasts 	1	5	●	<ul style="list-style-type: none"> To ensure that these procedures are in place, being observed and reviewed annually To incorporate in Budget meeting in December 	Reviewed March 2021 (Clerk/ Accountant)
Loss due to error, fraud and inadequate systems of internal financial control		<ul style="list-style-type: none"> Financial standing orders Financial instructions Sound systems of internal financial control and check Maintenance of up to date financial records Periodic statements of out-turn Preparation of annual accounts Annual internal audit Insurance cover for loss 	1	2	●	<ul style="list-style-type: none"> To ensure that these procedures are in place, being observed and reviewed annually Complete review of financial instructions and internal controls undertaken and discussed with staff 	Reviewed March 2021 (Clerk/ Accountant)

RISKREGISTER – Last Updated June 2019

FINANCIAL AND ADMINISTRATIVE

--	--	--	--	--	--	--	--	--	--

RISK REGISTER

FINANCIAL AND ADMINISTRATIVE

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDERS= GREEN 5-7 =AMBER 8-10=RED	SEVERITY 1-10 UNDERS= GREEN 5-7 =AMBER 8-10=RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
<p>Poor and inefficient administration</p> <ul style="list-style-type: none"> • Inadequate staff development and training • Sickness/ maternity absences • Loss of reputation and expense • Unable to deliver objectives 		<ul style="list-style-type: none"> • Staff development and training in place • Regular staff briefings and meetings • Members overview all services 	2	2	●	<ul style="list-style-type: none"> • Annual staff appraisals to the undertaken and reviewed during the year • Appropriate budget provision 	<p>Reviewed March 2021</p> <p>(Clerk)</p> <p>(Accountant)</p>

RISK REGISTER

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7 = AMBER 8-10 = RED	SEVERITY 1-10 UNDER 5 = GREEN 5-7 = AMBER 8-10 = RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
<p>Fire</p> <p>Loss of use of assets, unable to deliver services</p>	<p>All</p>	<ul style="list-style-type: none"> • Insurance cover • Alarms and fire protection devices etc. installed • Staff training • Regular drills and inspections • LT. backup • Use of fireproof storage 	<p>1</p>	<p>5</p>	<p style="text-align: center;">●</p>	<ul style="list-style-type: none"> • Bi-annual Fire Risk Assessment to be undertaken • Drills, inspections and fire alarm tests to be regularly taken, recorded in log book and reported to staff meetings 	<p>Reviewed March 2021</p> <p>(Clerk/ Finance & Events Manager)</p>
<p>Act of God</p> <p>Loss of assets</p>	<p>All</p>	<ul style="list-style-type: none"> • Insurance cover 	<p>1</p>	<p>4</p>	<p style="text-align: center;">●</p>	<ul style="list-style-type: none"> • Annual review 	<p>Reviewed March 2021</p> <p>(Finance Manager)</p>

RISK REGISTER

LOSS OF USE OF ASSETS

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDERS= GREEN 5-7=AMBER 8-10=RED	SEVERITY 1-10 UNDERS= GREEN 5-7=AMBER 8-10=RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
Damage, vandalism, theft etc.	All	<ul style="list-style-type: none"> Insurance cover Burglar alarms Security precautions Staff awareness CCTV cameras installed Key pads on office and access doors 	1	3	●	<ul style="list-style-type: none"> To ensure procedures are in place, being observed and reviewed annually 	Reviewed March 2021 (Clerk)
Damage to water, electricity and gas supplies	All	<ul style="list-style-type: none"> Insurance cover L.T. back up Regular monitoring of all areas of building Staff awareness 	2	4	●	<ul style="list-style-type: none"> Improved staff communication and procedures in place 	Reviewed March 2021 (All Staff)
Inadequate / ineffective equipment etc. Inefficient service	All	<ul style="list-style-type: none"> Planned replacement programme and financial provision Maintenance contracts 	1	3	●	<ul style="list-style-type: none"> Update current plans and review annually 	Reviewed March 2021 (Clerk & Finance Manager)

RISK REGISTER

OPERATIONAL

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7 = AMBER 8-10 = RED	SEVERITY 1-10 UNDERS = GREEN 5-7 = AMBER 8-10 = RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
Accidents:	All Councillors Staff Trades	<ul style="list-style-type: none"> Insurance cover Duty of care when providing service or amenity Risk Assessment of individual events undertaken 	2	3	●	<ul style="list-style-type: none"> To ensure that these procedures are in place, being observed and reviewed annually To provide staff training on preparation of risk assessments 	Reviewed March 2021
Accidents: <ul style="list-style-type: none"> Falls etc. 	Members Officers Public	<ul style="list-style-type: none"> Insurance cover Duty of care when working Health and Safety Procedures Regular Health and Safety and First Aid training courses to be provided 	2	3	●	<ul style="list-style-type: none"> To ensure that these procedures are in place, being observed and reviewed annually 	Reviewed March 2021 (Clerk)

RISK REGISTER

OPERATIONAL

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED	SEVERITY 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
RSI problems from using tools	Staff	<ul style="list-style-type: none"> Ensuring that training is provided Every job is risk assessed Annual health screening 	3	1	●	To regularly review that this is happening	Reviewed March 2021 (Clerk)
Poor communications with the community and other organisations		<ul style="list-style-type: none"> Loss of reputation and goodwill Public dissatisfaction Freedom of Information Act Complaints Procedure Accurate and timely reporting of Council business in the minutes Press releases Use of notice boards, web site, leaflets etc Timely responses to consultative documents and inquiries Respecting electors rights: attendance at Council, right of inspection Right of access to information 	1	2	●	<p>Web site created and social media</p> <p>New Complaints policy approved in 2017</p>	Reviewed March 2021 (Clerk & Assistant Clerk)

RISK REGISTER

OPERATIONAL

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED	SEVERITY 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
Improper use of Section 13 7 and other legislation such as Power of Well being	All	<ul style="list-style-type: none"> • Bad publicity • Members and Council to ensure that organisations to whom grants are awarded (particularly local Voluntary Funding) are financially sound. 	1	3	●	Annual review	Reviewed March 2021

RISK REGISTER

POLITICAL/REPUTATIONAL

RISK	PERSONS AFFECTED	EXISTING CONTROL MEASURES	LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED	SEVERITY 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED	RISK RATING RED AMBER GREEN	ADDITIONAL CONTROL MEASURES	ACTION BY WHOM AND WHEN
<p>Adverse publicity resulting from improper conduct or inefficiencies</p> <p>Breaches of the Code of Conduct</p> <p>Loss of reputation</p>		<ul style="list-style-type: none"> Properly conducted meetings of Council and Committees Standing Orders to be regularly reviewed Adherence to the latest version of the Model Code of Conduct Ensuring that members have copies of the guidance Making members aware of their responsibilities regarding Social Media Declaration of Members Interests uploaded to the Council website 	2	1	●	<ul style="list-style-type: none"> Ensuring that these procedures are in place, being observed and reviewed annually Attendance of members at training sessions including Chairmanship Actively meeting objectives of Public Services Board Well Being Future Generations Act 2015 Providing social media training 	<p>Reviewed March 2021</p> <p>Remind all Members of the importance of attending training sessions</p> <p>(Clerk)</p>



Tel: +44 (0)23 8088 1700
Fax: +44 (0)23 8088 1701
www.bdo.co.uk

Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

25

By Email

18 February 2021
our ref: 2020/FINAL
Dial: 023 8088 1737
Email: welshcouncilaudits@bdo.co.uk

Dear Clerk

Audit for the year ended 31 March 2020

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find attached the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Annual Return

Audit Wales will be raising the invoice in accordance with the Public Audit (Wales) Act 2004, in due course.

The enclosed annual return should be presented to the council, now that our audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by the council. The issues arising report should also be presented to the council and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible. If the body has a website, the last approved statement of accounts and auditor's report to be published on that website.

If you have any questions please contact Louise Caplen in the first instance. BDO LLP will not be undertaking your audit in 2020/21, we would like to thank you for your assistance over the few years we have worked with you.

Yours sincerely

Martin Angel
For and on behalf of BDO LLP

Enc.

NOTICE OF CONCLUSION OF AUDIT

(PUBLIC AUDIT (WALES) ACT 2004
ACCOUNTS AND AUDIT (WALES) REGULATIONS 2014)

FOR

Pontypool Community Council

NOTICE is hereby given that the audit for the year ended 31 March 2020 was completed on

10 February 2021

and the accounts are now available for inspection by local electors in accordance with Section 29 of the Public Audit (Wales) Act 2004.

The requisite information as defined by Section 18 of the Accounts and Audit (Wales) Regulations 2014 is displayed alongside this notice

If the requisite information is not displayed alongside this notice, it is available for inspection by appointment.

To arrange a viewing please contact:
Tel: 01495 365951

between the hours of 9am and 4.30pm

Dated: 25/02 2021

CChallenge
#-----
(Responsible Financial Officer)

NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

In accordance with the Accounts and Audit (Wales) Regulations 2014 -
As soon as possible after conclusion of audit, notice must be given as follows:

Display the Notice of Conclusion in one or more conspicuous places advising that the audit has been completed and inform the auditor in writing that this has been done. The notice must be displayed for at least 14 days. If the body has a website, the last approved statement of accounts and auditor's report to be published on that website.

The Council can either display the notice and the requisite information
or
display the notice only and make available, by appointment, the requisite information .

The requisite information consists of;
the Accounting Statements
the Annual Governance Statement - Parts 1 and 2
Auditor General for Wales' Audit Certificate and report
Issues arising from the audit (if any)

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2020

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

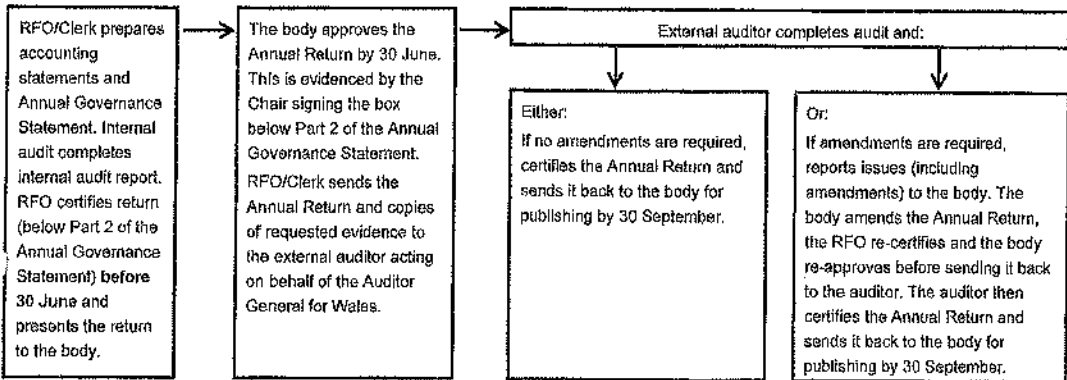
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	WELSH	<input type="checkbox"/>	<input type="checkbox"/>	BILINGUALLY	<input type="checkbox"/>	<input type="checkbox"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted pink including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2019-20 for:

Name of body: PONTYPOOL COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	
	RESTATED		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	59338	150875	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	653880	679015	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	11858	22097	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	245172	270483	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	329129	356014	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	150875	225490	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	11375	22927	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	159350	224736	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	19850	22173	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	150875	225490	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	634167	636803	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	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, 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 2020, that:

	Agreed?		'YES' means that the Council/Board/Committee	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arranged 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.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input type="checkbox"/>	<input type="checkbox"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed?			YES means that the Council/Board/Committee
	Yes	No	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	✓	○	○	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	✓	○	○	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.

RFO signature: *Ruth Tucker*
Name: RUTH TUCKER
Date: 12/8/20

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref: 382 12/08/2020.
Chair of meeting signature: *R Matthews*
Name: ROSE MATTHEWS.
Date: 12/08/20

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.

RFO signature:
Name:
Date:

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:
Chair of meeting signature:
Name:
Date:

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

PONTYPOOL COMMUNITY COUNCIL

External auditor's report

~~[[Except for the matters reported below]]~~* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~[[These matters along with]]~~* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated 10/02/2021

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

Please see enclosed report

BDO LLP Southampton
United Kingdom

(Continue on a separate sheet if required.)

External auditor's name:

BDO LLP Southampton
United Kingdom

External auditor's signature:

BDO LLP

Date:

10/2/21

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: PONTYPOOL COMMUNITY COUNCIL

The Council/Board/Committee'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 2020.

The internal audit has been carried out in accordance with the Council/Board/Committee'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/Board/Committee.

	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

SEE
AUDIT
REPORT

	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text

SEE
AUDIT
REPORT

For any risk areas identified by the Council/Board/Committee (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. Insert risk area ADEQUATE CONTROLS EXIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

* 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/Board/Committee are included in my detailed report to the Council/Board/Committee dated 12/08/20.] * 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 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date: 27/7/2020

H. P. O'Sullivan
H. P. O'Sullivan

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist - No answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		✓
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?		✓
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2020? <i>12/08/20</i> <i>12/08/20</i>		✓
	Has the body approved the accounting statements before 30 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		✓
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		✓
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		✓

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		



ISSUES ARISING REPORT FOR
Pontypool Community Council
Audit for the year ended 31 March 2020

Introduction

The following matters have been raised to draw items to the attention of Pontypool Community Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2020.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

Issues Raised

- Accounting Statements - Trust Funds Disclosure Note
 - Minor issues
-

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the body so they do not occur again in future years.

Accounting Statements - Trust Funds Disclosure Note

What is the issue?

The council has not answered box 14 for 2019 in error in the Accounting Statements of the annual return. We believe based on the prior year's information that the council should have answered 'N/a'.

Why has this issue been raised?

The disclosure on the annual return has not been completed, as we believe that the council is not the sole trustee of any charities.

What do we recommend you do?

The council should ensure in future years that it answers 'No' or 'N/a', to show that the council does not act as the sole trustee for and is not responsible for managing trust funds or assets.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

Minor issues

What is the issue?

The following issue(s) has been raised as the comparatives have been changed:

The comparative figures disclosed in the Accounting Statements of the Annual Return do not agree to the audited Annual Return for the year ended 31 March 2019. The comparative figures for the year ended 31 March 2019 were restated. We have reviewed the adjustments made and we are satisfied they are correct.

Why has this issue been raised?

This is raised to bring the matter to the attention of readers of the annual return.

What do we recommend you do?

No further action is required.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners Guide, OVW/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 10 February 2021

POLICY FINANCE MEETING
3 MARCH 2021

BREAKDOWN - CREDITCARD PURCHASES (JANUARY)

DATE	PAYEE	DETAILS	AMOUNT
14/12/2020	Amazon	Vouchers	340.00
14/12/2020	Amazon	Vouchers	260.00
14/12/2020	Amazon	Vouchers	140.00
14/12/2020	Amazon	HDMI Cable	9.39
14/12/2020	One4all	Vouchers	351.98
			<u>1,101.37</u>

Cindy Challenger

From: Dean Bengough <Dean.Bengough@orbisit.co.uk>
Sent: 19 February 2021 16:13
To: Cindy Challenger
Subject: Orbits Support Blocks - Pontypool Community Council

Hi Cindy,

I hope you and your colleagues are well.

Just an update on Pontypool Community Councils support blocks, as of the 1st of Feb 2021, Pontypool Community Council have 2 hours and 15 mins of time/support blocks remaining.

I was wondering if you would you like to take this opportunity to top up?

Options as follows:

- 5 Hours @ £60 + VAT Per Hour (£300 + VAT)
- 10 Hours @ £55 + VAT Per Hour (£550 + VAT)
- 20 Hours @ £50 + VAT Per Hour (£1000 + VAT)
- 50 Hours @ £45 + VAT Per Hour (£2250 + VAT)

Any queries please let me know.

Have a good weekend.

Dean



Dean Bengough
Operations Director

02920 003 313

helpdesk@orbisit.co.uk

orbisit.co.uk



This email contains confidential information and is intended for the individual named. If you are not the intended recipient, you should contact the sender of this email immediately and delete this email from your system.



PADRE PIO CATHOLIC PRIMARY SCHOOL

Conway Road, Pontypool, Torfaen, NP4 6HL

Padre Pio is a Catholic family where we pray and learn in peace with each other.
Together we take the message of Jesus to the world.

Headteacher: Mr M. P. Welsh

09 February 2021

Dear Mrs Ambrosen,

OUR SINCERE THANKS TO PONTYPOOL COMMUNITY COUNCIL

Please thank councillors at Pontypool Community Council for their generous, and gratefully received, donation of £220 to our school. The donation will be used to fund 'Forest Schools' related lessons; pupils in class 2 will receive lessons from 'The Bird Man' to make bird boxes (that they can take home) and learn about birds and natural habitats.

We hope that the lessons can take place during this academic year. As requested, I will forward photos of the lessons taking place which you can use on the council website.

Yours sincerely,

M. P. Welsh.

Mr M. P. Welsh
HEADTEACHER
PADRE PIO SCHOOL

