



**CYNGOR CYMUNED
LLANBRADACH & PWLL-Y-PANT
COMMUNITY COUNCIL**

C/o C Mortimer, Clerk to the Council
38 Nant Fawr Road, Cyncoed. Cardiff CF23 6JR
Email: mortic1@caerphilly.gov.uk Tel: 07933 725094

8th October 2019

Chair and Members of Llanbradach & Pwllypant Community Council

Dear Chair/Councillors

You are summoned to attend a **MONTHLY ORDINARY FULL COUNCIL MEETING** of LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL that will be held on **MONDAY 14th October 2019, 6.15pm**, at Llanbradach Community Centre, to the rear of Morgan Street, Llanbradach.

The business to be transacted is set out in the agenda below.

Yours sincerely

Ceri Mortimer
Clerk to the Council

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AGENDA

- 1 Velindre cheque presentation**
- 2 Police Update – to be tabled**
- 3 Apologies**
- 4 Declarations of Interest**
Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.
- 5 Chairman's Announcements**
- 6 Minutes**
To receive and if approved to confirm and sign the minutes of the ORDINARY FULL COUNCIL MEETING held on 9th September 2019 as an accurate record.
- 7 Finance**
 - (i) Balance of Funds**
To receive, confirm and approve 'Balance of Funds' document (Chairman and Vice to sign)
 - (ii) Reconciliation**
To receive, confirm and approve reconciliation document (Non signatory member to sign reconciliation)
- 8 Motion to exclude press and public**
 - (iii) Bank Statements (to be tabled on pink paper)**
To receive and approve bank statement no.196 & 197 (non signatory member to sign).

9 Financial Applications 2019/20 – (if any received, will be tabled on pink paper).

10 Motion to reopen meeting to the public

11 Audit for the year ended 31 March 2019

(i) To receive and note letter and report from external auditors BDO confirming that the audit is now complete.

(ii) Matters which came to our attention from our internal auditor and noted at our June 2019 meeting which have since been highlighted by BDO have been actioned as follows:

a) No budget was approved for 2018/2019, although the Council had been picked up on this as an issue in prior External Audit reports. The Council has however a new Clerk has been appointed and a budget has been set for 2019/2020.

The precept and budget have however been approved for 2019/2020.

To note the Community Council remedied this matter in January 2019 for 2019/20. Minute no.77

b) Although adopted, both Financial Regulations and Standing Orders have not been reviewed since 2002.

To note the Community Council remedied this matter through the adoption of new Standing Orders and Financial Regulations at its Annual Meeting in May 2019. Minute no. 7 A and C

c) Prior to the appointment of a new Clerk no financial reconciliations were taken to Council for approval and sign off.

To note the Community Council remedied this matter from December 2018. Minute no. 63

Financial reconciliations are now approved at each monthly Ordinary Council Meeting.

d) A Risk assessment is in place with the new Clerk but has not yet been adopted by the Council.

To note the Community Council remedied this matter by adopting a Risk Assessment document at its Annual Council Meeting in May 2019. Minute no.7 E

e) A document retention schedule was not found to be in existence but has been noted by the Clerk who is in the process of developing one.

To note the Community Council remedied this matter by adopting a Retention Policy document at its Ordinary Council Meeting held in June 2019. Minute No.36 H

f) It has been brought to our attention by BDO that Council incorrectly stated “No” to Trust Funds disclosure in Section 2 of the Annual Return

Action – in future Council is to state “N/A” in this section.

(iii) Annual Return to be received and approved by Council

(iv) To note that the Notice of Conclusion of Audit which was displayed on our external notice boards from 30th September 2019 for 14 days and our website (indefinitely).

12 Project Update / New Project Proposals

- a) **Summer Activities Scheme** – completed for 2019
- b) **Newsletter** – to be prepared in January 2020
- c) **Floral Competition** – update from Chair in relation to vouchers and letters distributed.
- d) **Christmas lighting/ sleigh**
Figurines:
Christmas lighting installations are starting on Wednesday 9th October.
Sleigh: (i) Dai Ink to be contacted, (ii) Lights to be PAT tested (iii) Risk assessment to be drafted
- e) **Community Awards (Sporting Achievement/Community Volunteer/ Young Citizen)**
To discuss

New projects:

- f) **Bird, bat and hedgehog boxes/habitats** – Cllr Stone to provide update
- g) **Defibrillator** – fund raising is progressing really well. Clerk to liaise with Sarah Negus.
- h) **Pantomime** – tickets and posters to be distributed. Volunteers and preparations to be discussed.

13 Armistice Service Sunday 10th November 2019

To discuss arrangements and wreaths

14 Community Centre – Verbal update

15 Planning Applications (late applications received will be tabled at meeting)

To receive & discuss planning applications. Comments or enquiries must be emailed to planadmin@caerphilly.gov.uk within 21 days of receipt of the email date.

Case Ref. 19/0729/LA Site Area: 2284m²

Location: Ty Isaf Caerphilly Road Ystrad Mynach Hengoed CF82 7EP (UPRN 000043018244)

Proposal: Change the use from house to Childrens Care Home and conversion of detached garage to habitable studio. Associated works to provide access and parking improvements and provision of a shed for storage

Case Officer: Mr A Pyne _ 01443 864523 _ pynea@caerphilly.gov.uk

Ward: Llanbradach Map Ref: 314773 (E) 192666 (N)

Community Council: Llanbradach & Pwllypant Comm Council

Expected Decision Level: Committee

16 Next meeting date: Ordinary Full Council Meeting on Monday 11th November at 6.15pm