



**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

20<sup>th</sup> June 2023

**Dear Chair and Members of Llanbradach & Pwllypant Community Council**

You are summoned to the **ORDINARY FULL COUNCIL MEETING** of Llanbradach & Pwllypant Community Council held on **MONDAY 26<sup>th</sup> JUNE 2023 at 6.15pm** at Llanbradach Community Centre.

The meeting will be in MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

Members of the press and public are permitted to attend our meetings in person or electronically

[Click here to join the meeting.](#)

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

Yours sincerely

Ceri Mortimer  
Clerk to the Council

**AGENDA**

**1 Apologies**

**2 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.

**3 Audit - Year Ended 31<sup>st</sup> March 2023**

(i) To receive and note Internal Auditors Report

(ii) To receive and approve Annual Return (by 30<sup>th</sup> June 2023)

(iii) To receive and approve accompanying documents

(iv) To note that a Full Triennial Audit will be undertaken for year ended 31<sup>st</sup> March 2023

(v) To receive and note Notice of appointment of the date for the exercise of electors' rights

(vi) Members are to note the following Audit timetable:

- by **26 June 2023** we **publish a** Notice of appointment of the date for the exercise of electors' rights on a noticeboard in the area **AND** on the Council's website for a minimum of **14 calendar days**; and
- after the 14 calendar days referred to above, council is to make appropriate arrangements for the **public to inspect** the accounts and supporting documents **for a total of 20 working days to from 10 July to 4 August 2023.**
- **completed and approved annual return and all requested information will be emailed to Audit Wales and hard copies hand delivered to** Community Council Audits, Audit Wales, 1 Capital Quarter, Tyndal Street, Cardiff CF10 4BZ **by 5 July or 8 July at the latest.**