

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

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

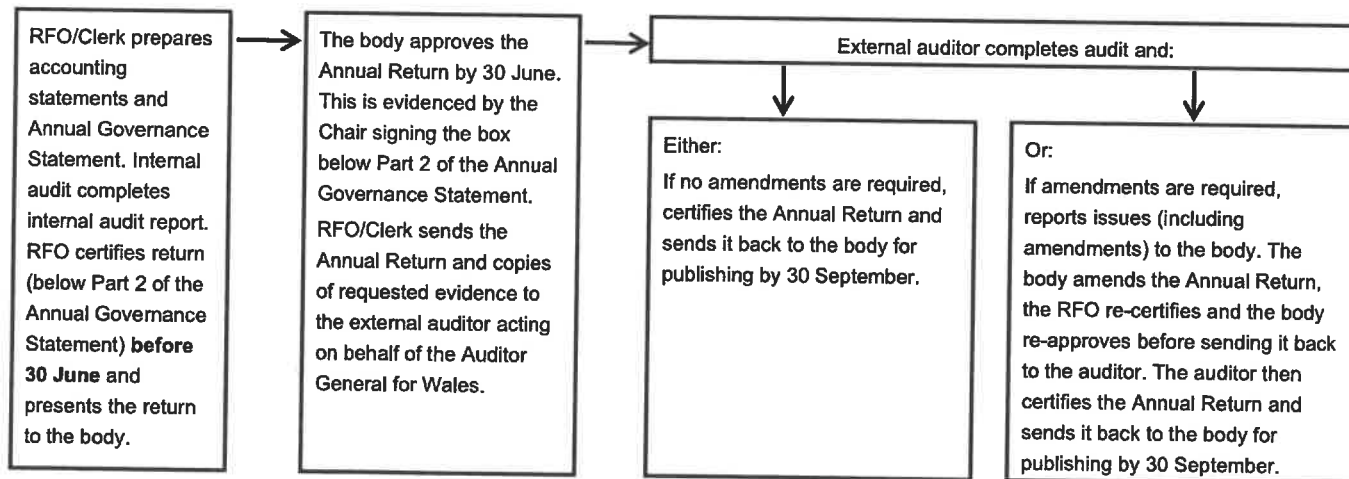
	Yes	No		Yes	No		Yes	No
ENGLISH	✓		WELSH			BILINGUALLY		

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**.

APPROVING THE ANNUAL RETURN

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 2020-21 for:

Name of body: Penyrheol Treceenydd Enegrlyn Community Council

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	

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	41437	42462	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	61249	113452	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	2861	2813	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	31078	22178	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	32007	15798	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	42462	120751	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances

8. (+) Debtors	NIL	NIL	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	42462	120751	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	NIL	NIL	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	42462	120751	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	25678	25678	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	NIL	NIL	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).
			✓				

Annual Governance Statement

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 2021, 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; andthe preparation and approval of the accounting statements.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	Yes	No	N/A		
			✓	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.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £ 18,50 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	Approval by the Council/Board/Committee
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 2021.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: 20.05.21, item 8
Name: Helen Treherne	Chair signature: 
Date: 5th May 2021	Name: GREG EAD
	Date: 20th May 2021

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Penyrheol, Treconydd & Eneghlyn 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 2021.

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

	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.	✓				
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.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

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. No Risks Identified.					
13.					
14.					

* 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 _____.]~~ * 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 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	KENNETH WILLIAMS
Signature of person who carried out the internal audit:	<i>Kenneth Williams</i>
Date:	10/5/21

Guidance notes on completing the Annual Return

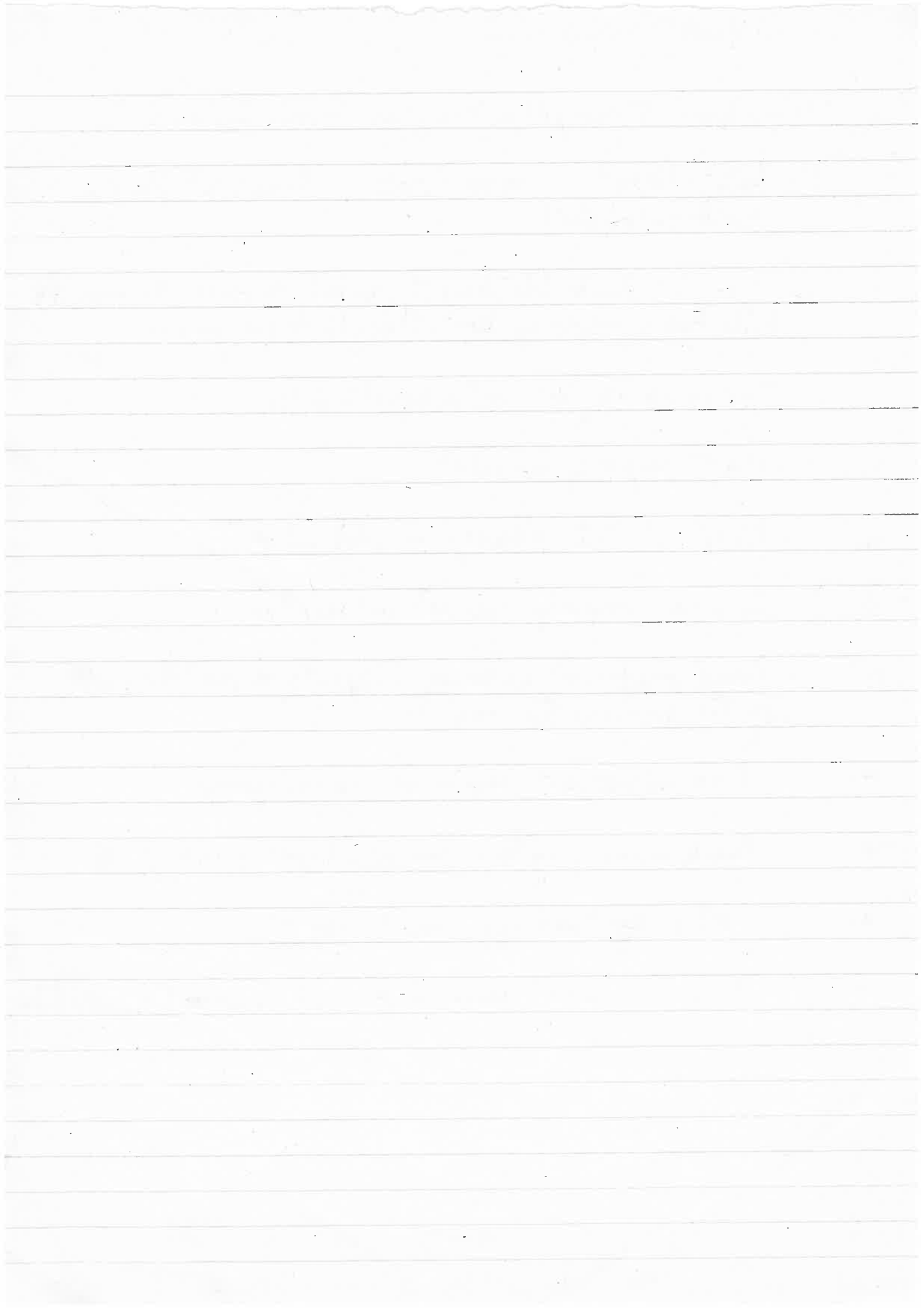
1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out 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 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 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 2021 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?	✓	
	Has the body approved the accounting statements before 30 June 2021 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?		

Penyrhool, Treceynydd & Eneirlyn Community Council

Audit Report 2020/2021 Financial Year
Work Carried Out

1. Ledger and Bank Statement checked to ensure the Accounts have been properly kept throughout the year
2. Invoices checked to Accounts Ledger
3. VAT properly recorded
4. PAYE and NI properly recorded and paid
5. Income properly received and recorded
6. Precept confirmed as being adequate to meet the needs of the Community Council.
7. Risk assessment reviewed for adequacy.
8. Bank reconciliation reviewed for accuracy.
9. Notice of Meetings confirmed.
10. Financial Statement confirmed as correct and completed.



CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL

ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2021

STATEMENT OF INCOME AND EXPENDITURE/RECEIPTS AND PAYMENTS

Explanation of Significant Variances

ITEM

- Box 2** Increase of £52203 due to receipt of CIL monies.
- Box 4** Decrease of £8900 as no playschemes run in 2020 due to COVID-19 pandemic. Clerk salary only.
- Box 6** Decrease of £16209 as no playschemes run in 20202 due to pandemic.
- Box 7** Increase of £78289 due to receipt of CIL monies and no playschemes or projects carried out due to pandemic.
- Box 9** Please refer to explanation re: Box 7
- Box 11** Please refer to explanation re: Box 7

Helen Treherne
Clerk to the Council & Responsible Financial Officer
1st April 2021

CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL

Bank Reconciliation 2020/21 financial year ending 31st March 2021

Bank balance as at 31st March 2021

Current Account (Bank statement number 469)	3607.48
14 Day Account (Bank statement number 424)	114789.99
Instant Access (Bank statement number 299)	2353.25
	<u>120750.72</u>

There were no unbanked monies at 31st March 2021

Net Balances as at 31 st March 2021	120750.72
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Cash Book

Opening Balance 1 st April 2020	42461.61
Plus income	116264.75
Less expenditure	37975.64
Closing balance per cash book As at 31 st March 2021	<u>120750.72</u>

Clerk to the Council: _____

Helen L. Treherne

Date : **1st April 2021**

SECTION 137 SPENDING 2020/21

[illegible]

PENYRHEOL TRECENYDD ENERGLYN COMMUNITY COUNCIL

CONTRACT OF EMPLOYMENT and JOB SPECIFICATION

CLERK to the COUNCIL/RESPONSIBLE FINANCIAL OFFICER

Helen Louise Treherne

1. Introduction

- 1.1** This statement sets out particulars of your terms and conditions of employment with Penyrheol Trecenydd Energlyn Community Council, which are required to be given to you by law.

Your employment commenced on Friday, 1st February 2008.

- 1.2** The Scheme of Conditions of Service of the National Joint Council for Local Government Services (the 'Green Book') applies to your employment as amended by this contract.
- 1.3** For all new employees confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 26 weeks. During any such period of service you would be expected to establish your suitability for the post.

2. Previous Service

Your employment with any other public employer as set out in the NJC agreement will be considered as part of a continuous period of employment with the Council for the purposes of your contract of employment.

3. Job Title

The title of the job for which you are employed is Clerk/Responsible Financial Officer to the Penyrheol Trecenydd Energlyn Community Council under the provisions of the LGA 1972 s. 112 (1). The duties of the post are set out in the job specification attached to this contract.

The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

4. Declaration of Other Employment

It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake, in order to ensure that no tax or insurance liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in the public office of the Clerk to the Council.

5 Place of Work

Your usual place of work is your home address which is the registered office for the Service & Receipt of letters and documents, currently:

Golwg-y-Cwm,
1 Lower Brynhyfryd Terrace,
Senghenydd,
Caerphilly,
CF83 4GR

6 Salary

6.1 Your salary is in accordance with the current NJC salary (LC2 points 30 to 34) starting at point 30, 17 Hours per week paid monthly and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours. Actual starting annual salary pro rata is (17/37 of £24,545.00) = £11,277.43

6.2 Subject to satisfactory performance, you will progress automatically through the salary scale by annual increments until you reach the maximum of the scale. Your first increment will be payable six months after 1st February 2008 i.e. 1st August 2008 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional increment for exemplary performance if it chooses to do so. (See Appraisal/Career Development Review 10 below).

7. Your salary will be paid by cheque or bank transfer at monthly intervals to reach your bank or Building Society as cleared funds by the last working day of the month.

8. Expenses

8.1 Any travel, mileage, subsistence expenses incurred by the Clerk to the Council and approved by the Council will be paid at the agreed NJC rate laid down at the time.

9. Clerks Working From Home – Additional Clauses

9.1.1 If the Council requires that your office, for the purposes of the Council, is your own home, then it will carry out a Risk Assessment to check the accommodation to ensure that Health and Safety regulations are met.. The Council undertakes to meet the cost of ensuring that these conditions are met.

9.1.2 The Council will reimburse all expenses incurred by you in the discharge of the duties of the Office of The Clerk to the Council that are approved by the Council.

- 9.1.3 The cost of all stationery and consumables and computer consumables against vouchers/invoices submitted to the Council will be reimbursed.
- 9.1.4 The Council will provide a separate telephone/fax line or reimburse all telephone/fax call expenses incurred on a private line against an itemised account.
- 9.1.5 The Council will pay an agreed sum to take into account the use of space, lighting, heating and electricity due to working from the private premises of the Clerk to the Council. An allowance of 5% of actual salary will be paid monthly.
- 9.1.6 The Council will provide a dedicated computer or pay an agreed sum on a quarterly basis to include depreciation for the use of a private computer belonging the Clerk to the Council.
- 9.1.7 The Council will pay for all necessary computer software or upgrades required for the Clerk to the Council to fulfil the duties required by the Council.
- 9.3 The Council agrees to fully indemnify the Clerk to the Council for both Employers and Public Liability Insurance for working from their own premises or any additional premium required by the Clerk to the Council's own insurance.
- 9.4 You will make yourself available to members of the public during agreed hours at the designated address or alternatively at other accessible premises designated by the council.

10. Appraisal

You will receive an annual Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

11. Hours of Work

- 11.1 Your hours of work are 17 hours per week.
- 11.2 In accordance with the Flexible Time Working Regulations (Employment Act 2002) you may apply, in writing, for flexible working time conditions on the grounds that you have a child of an age that meets the provisions of the act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

12 Annual Leave

- 12.1 The calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to twenty working days' leave in each leave year (pro rata for part time employees) . The leave year runs from 1st April to 31st March.

- 12.2 Your leave entitlement will increase to twenty-five working days per year (pro rata for part time employees) when you have completed not less than five years of continuous service immediately prior to the commencement of the leave year.
- 12.3 In addition to general national holidays, you will be entitled to two extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).
- 12.4 If you join the Council from another authority or other qualifying public body, your previous service will be taken into account in calculating your holiday entitlement.
- 12.5. If your employment commenced or terminates part way through the leave year, your holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.
- 12.6 Holidays must be taken at times agreed with the Council. By mutual agreement no more than five days leave may be carried forward to the next leave year.
- 12.7 In the event of the Clerk falling sick during the period of her/his annual leave, she/he will be regarded as being on sick leave from the date of her/his medical certificate and further annual leave will be suspended from that date.

13. Sickness Absence

- 13.1 If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 13.2 In respect of absence lasting up to seven calendar days, you are required to inform the Chairman or Vice-Chairman and self-certificate your absence.
- 13.3 In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive certificate to cover any subsequent period of absence.
- 13.4.1 You will be paid your agreed basic remuneration for 28-weeks in any one sick pay year that runs from 1st April to 31st March. The Council will be responsible for reclaiming the Statutory Sick Pay element from the Inland Revenue.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

13.4.1 The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.

13.6 The Council reserves the right to require you to be examined by an Independent Medical Examiner of the Councils choosing in the event of prolonged illness in excess of three months.

14 Scale of Payment

Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other disability) you will be entitled to receive an allowance in accordance with the following scale:

during 1st - year of service	one months full pay and (after completing 4 months service) 2 months half pay
during 2nd - year of service	2 months full pay and 2 months half pay.
during 3rd - year of service	4 months full pay and 4 months half pay.
during 4th & 5th - year of service	5 months full pay and 5 months half pay.
after 5-years service	6 months full pay and 6 months half pay.

N.B. For the purposes of calculating "half" pay, the rate of pay for the agreed salary month will be used.

15. Maternity/Paternity/Adoption Leave

15.1 Under the provisions of the Employment Act 2002 you will be entitled to apply for Maternity/Paternity/Adoption leave.

16 Injury or Assault

In the event of injury or assault at work, or on Official Duty, leading to incapacity or death, insurance payments will be made to the nominated next-of-kin.

17.2 Gratuity

The council may make appropriate provision for the payment of a gratuity in accordance with the Regulations in force at the relevant time.

18.3 Death in Service

In the event of your death in service any salary, pension or gratuities due to you will be paid to your nominated next-of-kin.

19. Notice of Termination of Employment

19.1 The length of notice which you are obliged to give to the Council to terminate your employment is one month during the first year of your employment and thereafter the notice you will expected to give will be 3 months

19.2.1 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks until you have been continuously employed for four years and thereafter notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks notice.

19.2.2 If the Clerk is found guilty of gross misconduct under the Council's disciplinary procedure and is summarily dismissed then the notice provisions will not apply.

19.2.3 Upon or within one month of termination of your employment you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

20. Grievance and Discipline – Dispute Resolution

20.1 Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

20.2 Redress of Grievance

You must apply in writing to the Chairman of the Council for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chairman shall report your application to a Grievance Panel meeting of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached by the Panel.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

Under the provisions of the 1999 Employment Relations Act s.10 you have the right to have a representative of your choice present at any Grievance or Disciplinary hearing.

20.3 Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, signed by the Chairman and authorised by the Council, shall be given to you.

You (together with an adviser if you wish) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

21. Health and Safety Regulations, Other Legislation & Council Policies

- 21.1** You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

22. Training and Development

It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties. To this end the Council will expect and support your necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours. In addition reasonable agreed time for study in paid working hours will be given.

23. Indemnity

23.1 The Council undertakes to indemnify its officers against any actions of commission or omission that are made in good faith on behalf of the Council.

This agreement may be terminated at anytime by 12 weeks notice.

If you agree with the information contained in this document please sign both copies and return one copy to the Chairman of Penyrheol Trecenydd Energlyn Community Council.

Chairman of Council Councillor Mrs Rosa Potter

Signature	
Name	Helen Louise Treherne
Date	1 st February 2008

PENYRHEOL TRECENYDD ENERGLYN COMMUNITY COUNCIL

CLERK/RESPONSIBLE FINANCIAL OFFICER

JOB SPECIFICATION

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

If any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

Specific Responsibilities

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To prepare financial estimates and advise the Council on the Council Tax implications and precept levels.
- 3 To contribute to the setting and monitoring of relevant budget heads and ensuring effective spend of budgeted sums.
- 4 To ensure that the Council's obligations for Risk Assessment are properly met.
- 5 To ensure that the Council's obligations to insure are properly met.
- 6 To issue notices and to prepare, in consultation with appropriate Members, agendas for meetings, AGM of the Council and any committees, Sub-committees, and to attend all such meetings and prepare minutes for approval and to implement the decisions made.

- 7 To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
- 8 To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received. To receive and properly account for sums of money in the form of cash or cheques.
- 9 To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
- 10 To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- 11 To supervise, any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment, Income Tax, National Insurance and Superannuation.
- 12 To monitor the implanted policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications
- 13 To act as a representative of the Council as required.
- 14 To organise/arrange each year Civic Award Presentations, Civic Service, Two Summer Playschemes, Two Newsletters, Senghenydd Disaster Memorial Service, Nine Lessons & Carol Service.
- 15 To act as a representative of the Council as required.
- 16 To prepare, in consultations with the Chairman, press releases and newsletters about the activities of, or decisions of, the Council.
- 17 To keep safely and conveniently in secure but accessible custody all assets, deeds, plans, records, letters, writings, and other documents of or concerning the Council or its staff.
- 18 To attend training courses on the work and role of the Clerk as required by the Council.
- 19 To attend all such Meetings and Conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council shall reasonably require.
- 20 To manage and update the Council's website.
- 21 To carry out any other duties that may be required.

Office & Storage Responsibilities

You are required to work from home and use your home address as the official office of the Council. You therefore must have adequate safe and secure space to work from. You are also responsible for the storage and safe keeping of all Council's assets and records.

Chairman of Council Councillor Mrs Rosa Potter

Signature	
Name	Helen Louise Treherne
Date	1 st February 2008

Clerk:

Chair:  G. J. EAD.

Date: 19th May 2021

**CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD AT PENYRHEOL COMMUNITY CENTRE
ON THURSDAY, 20th APRIL 2017**

Present :

Chair
Cllr T ap Hywel

Community Councillors
W H Allen, H R Davies, Mrs S ap Hywel,
Cllr Mrs M E Sargent, P Slarke

Clerk to the Council - Mrs Helen Treherne
Youth Ambassador – Meg Owen

189. WELCOME AND APOLOGIES

The Chairman welcomed members to the meeting. Apologies had been received from Cllrs Ms M Britton, C Coombes, S Skivens, J Scriven and Youth Ambassador, Miss Meg Owen.

190. MINUTES OF MEETING

The minutes of the Council Meeting held on 16th March 2017, having been previously circulated, were considered. The minutes were duly accepted and signed as a true record by the Chairman.

191. MATTERS ARISING

- (a) The Clerk gave an update on the list of items from the previous meeting that she had been asked to raise with Caerphilly County Borough Council.
- (b) CCBC had informed that Bowls Lane had now been cleared of fly tipping and the Enforcement Department had been contacted to call on residents, as it was clearly waste being thrown over from properties that back onto the lane and this was being investigated by CCBC's Enforcement Department. A mechanical sweeper had also been down the lane and swept drainage gullies and drain tops.
- (c) A price for the metal bench to replace the bench that had been burned in Trecenydd Park had been received. It was resolved that the Community Council would pay for the bench and for it to be installed.

RESOLVED – to pay for a new metal bench

- (d) CCBC had informed that a new metal barrier had now been erected at the entrance to Treceenydd field, to stop cars driving across it.
- (e) CCBC had informed that a review at senior level had been undertaken to discuss whether CCBC should keep the road markings as they were at St Cenydd roundabout, or whether to reinstate the previous road markings. Councillors strongly felt that the road markings should be reinstated as they were before, as the new road markings had not eased congestion, but had made it more difficult for cars to pull onto the roundabout from Treceenydd. Clerk to email CCBC to inform of this, to point out the lack of consultation with the Community Council on the issue, to ask for clarification with regards to the wording in the email and to ask for a site visit to discuss further.

RESOLVED – Clerk to contact CCBC

- (f) CCBC had informed that the recent bad smell in Hendredenny had been caused by recent spreading that took place at the chicken farm. CCBC had spoken to complainants and they accepted that it was only over a two-day period and not a regular occurrence.
- (g) CCBC had informed that the consultation period was now over regarding the problem of cars using the road linking First Avenue to Second Avenue as a shortcut and a public notice of the proposals would now be given.
- (h) CCBC had informed that a bigger floor-mounted litter bin would be erected outside the tuck shop at St Cenydd Community School.

RESOLVED – all matters arising to be noted

192. CODE OF CONDUCT FOR MEMBERS

Declarations of Interest – Public Register

The Clerk reminded Members that it is their responsibility and duty to declare any interest they may have in matters that come before meetings of the Community Council.

RESOLVED – Noted (to comply with requirements of the Local Government Act 2000)

193. POLICE AND RELATED MATTERS

PCSO Katrina Hadji-Aghalar was present at the meeting and she reported that 566 incidents had been reported during the period of 19th January to 19th April, compared to 418 for the same period the previous year, but that 75 crimes had been recorded during the above period, compared to 117 in the same period the previous year. Twenty more anti-social behavior incidents had been reported during this period, in comparison to last year. PCSO Hadji-Aghalar informed Councillors that the current priority was anti-social behaviour in the Castle Maen park and underpass area.

UAT

Gwent Police had also carried out joint visits with Tenancy and Crime Reduction Officer to the homes of all youths involved in anti-social behavior in the Penyrheol area and 270 letters had been delivered to residents in Penybryn, Pentwyn and Heol Aneurin, urging them to make contact with agencies to report issues. The issue regarding parking in White Cross Lane had been investigated. Although it was possible to extend the prohibition of waiting order, it was felt that this would be detrimental to the residents living on that road. Gwent Police had visited the residents to explain the situation to them.

PCSO Hadji-Aghalar was asked if she could find out how many accidents there had been on the St Cenydd Road roundabout.

The Your Voice meeting would be held on the day of the next Community Council meeting and Councillors were asked to submit any issues they would like discussed to the Clerk so that she could forward them on.

Councillors also asked that an email be sent to the Inspector, to inform him what an asset PCSO Hadji-Aghalar was to the community, that she is enthusiastic and understands the area well.

RESOLVED : Noted

194. **WHOS ENVIRONMENTAL PROGRAMME**

There was no news at present about the bid for funding. Further information would be submitted when available.

RESOLVED – Noted

195. **PLANNING APPLICATIONS**

The following planning applications were considered :

- (a) 17/0164/FULL – 40 Sunningdale, Caerphilly CF83 1BB
 - Erect first floor extension
- (b) 17/0054/NOTA – 28 Y Cilgant, Penyrheol, Caerphilly CF83 2NB
 - Erect two-storey duo-pitch extension to side
- (c) 17/0192/FULL – 10 Ynys Bery Close, Caerphilly CF83 2AZ
 - Convert existing integral garage into additional sitting room
- (d) 17/0193/FULL – 72 Cae'r Fferm, Caerphilly CF83 2QD
 - Erect first floor extension
- (e) 17/0200/CLEU – 4 St Cenydd Road, Treceenydd, Caerphilly CF83 2TB
 - Obtain a Lawful Development Certificate for the existing use of the extension at rear of property
- (f) 17/0204/FULL – 14 Coed-yr-Eos, Caerphilly CF83 2RS
 - Remodelling of property, including single storey and two storey extensions

- (g) 17/0218/FULL – Pen Yr Heol Las, Heol Las, Energlyn, Caerphilly Cf83
2TT – Erect two wind turbines 74m tip height
- (h) 17/0252/FULL – 47 Brynawel, Penyrheol, Caerphilly CF83 2EX
- Erect double storey side extension

The above planning applications were considered by the Council.

RESOLVED – in the general interest of the community that :

having been previously circulated to Members, in respect of application (a) Councillors asked the Clerk to request a site visit as the buildings had a historic significance and there were potential issues re : traffic management and (b) would be the same objections as given previously, ie Councillors were concerned about the amount of planning applications submitted by this applicant and the cost to the public of these many applications, that the dimensions of the outbuilding were not known, the purpose of the outbuilding was not known and whether or not the outbuilding would be in keeping with the area.

196. MEMBERS ITEMS

(a) Various

The Clerk gave an update of matters that have been resolved and matters that are still under discussion with CCBC.

RESOLVED – Noted

(b) Various

The Clerk requested Members to advise her of any matters they have previously requested to be raised with CCBC that are still unresolved or outstanding.

The Clerk advised Members that if they report any matters to the Customer Care Line of CCBC that they obtain the log number as this is very important in following up matters.

RESOLVED – Noted

- (c) Cllr Mrs M E Sargent reported that she had received a letter regarding St Martin's Church's proposed refurbishment and asked if this could be added to the newsletter.

RESOLVED – Clerk to add to newsletter

- (d) Cllr P Slarke had received complaints about the path around Aneurin Park only going 2/3 of the way around. It was resolved that the Clerk would ask if the path could be continued all the way around the park.

RESOLVED – Clerk to contact CCBC

PTE04/2017
– path around
Aneurin Park

- (e) Cllr Mrs S ap Hywel asked if the old Royal Mail box could be removed from the corner of Ogmore Court, as it was now very rusty. Also, she said the grit bin in Pembroke Court had been moved when they did the pavement and asked if it could now be moved back to its original site.

RESOLVED – Clerk to contact CCBC

- (f) Cllr Mrs M E Sargent informed that she had reported a leak from Groeswen to Coed Y Pica, above Denbigh Court and she had also reported a toxic chemical smell in Penrhos.
- (g) Cllr H R Davies asked the Clerk to query why the barrier at Tesco on the Bowls was open past 11 pm, when it was supposed to be closed from 11 pm, overnight.

PTE04/2017
– Tesco
barrier

RESOLVED – Clerk to contact CCBC

- (h) Cllr T ap Hywel asked if the Clerk could contact CCBC to ask if the give-way sign could be altered by Groeswen Lane. He said it was very difficult to see cars coming down the lane and there had been some near-misses. He asked if the Clerk could see if cars coming out of the lane could give way instead.

PTE04/2017
– Groeswen
lane give-
way sign

RESOLVED – Clerk to contact CCBC

197. **REPORTS ON MISCELLANEOUS MEETINGS**

a) **Various**

Cllr W H Allen reported that he had attended :

St Andrew's Church meeting.

b) **Various**

Cllr H R Davies reported that he had attended :

St Cenydd Community School Governors' meeting;

Hendredenny planning appeal meeting;

Playscheme sub-committee meeting;

Glenfields Residents' Association meeting.

c) **Various**

Cllr Mrs S ap Hywel reported that he had attended :

Hendredenny planning appeal meeting.

d) **Various**

Cllr T ap Hywel reported that she had attended :

Skate park meeting;

Hendredenny planning appeal meeting.

e) **Various**

Cllr Mrs M E Sargent reported that she had attended :

Hendre Governors' meeting and she was delighted to report that the school had received a good Estyn report.

198. **YOUTH AMBASSADOR**

The Youth Ambassador was unable to attend the meeting but had submitted a written report to say that she had had a meeting with the Head Teacher of St Cenydd Community School which had been very successful. She had discussed the school bursary and the school would be interested in feeding back to the Community Council as part of the KS3 oracy presentations. The school would like to support plans for the skate park and a consultation would be taking place with pupils in the near future. The search for a new Youth Ambassador would now take place, as the Youth Ambassador was turning 18 and going away to university. It was also resolved that a £100 gift voucher would be purchased for the Youth Ambassador, as a thank you for her excellent work and to help her with any study materials she would need to buy.

RESOLVED – Noted

199. **QUARTERLY FINANCIAL STATEMENT, END-OF-YEAR BANK RECONCILIATION, ANNUAL ACCOUNTS FOR YEAR END 31 MARCH 2017**

The Clerk presented the quarterly financial statement and the budget was discussed. It was resolved that the budget was on track and would not be changed. The Clerk also presented the end-of-year bank reconciliation and annual accounts. It was resolved to accept the accounts as a true record.

RESOLVED – To accept the annual accounts as a true record

200. **INTERNAL AUDITOR**

The Clerk informed that, as per Councillors' wishes, Mr Roger Williams would be conducting the internal audit.

RESOLVED – Noted

201. **SUMMER PLAYSCHEMES**

The Clerk reported that a sub-committee had been held to shortlist applicants for the playworker positions and the play leader position. Interviews had been carried out and three playworkers would need to have Level 2 in playwork. However, only three candidates with this qualification had applied and it had been decided by Councillors after the interviews to appoint two out of the three candidates, as it was felt that the third candidate was not suitable for the post. Councillors supported this decision. It was also resolved that the playworkers would be paid the increased living wage of £7.50 per hour.

RESOLVED – To appoint only two out of the three candidates with Level 2 in Playwork

202. **SCHOOL BURSARIES**

No communication had been received from Ysgol Gyfun Cwm Rhymni or Cardinal Newman.

RESOLVED – Noted

203. **NEWSLETTER**

The newsletter was on track and would be printed by mid-June.

RESOLVED – Noted

204. **SKATE PARK**

The working group would be meeting again end of April/beginning of May and action points would be reported to next meeting.

RESOLVED – Noted

205. **CORRESPONDENCE**

(a) **Press Items**

The Clerk outlined press cuttings of interest that affected the Council's area.

RESOLVED – Noted

(b) **Caerphilly County Borough Council**

An email had been received regarding the public consultation on CCBC's draft Active Travel Integrated Network Map.

RESOLVED – Noted

(c) **General correspondence**

No general correspondence had been received.

206. **ACKNOWLEDGEMENT OF DONATIONS**

No acknowledgements had been received.

207. **DONATIONS**

(a) **Penyrheol Bowling Club**

RESOLVED – in the interest of benefit to the community that a donation of £400 be approved, to repair damaged wall surrounding the green

(b) **Aber Valley Wolves**

RESOLVED – in the interest of benefit to the community that a donation of £200 be approved

(c) **Penyrheol Ladies Bowling Club**

RESOLVED – in the interest of benefit to the community that a donation of £200 be approved

208. **APPROVAL OF PAYMENTS FOR APRIL**

The following payments were approved by the Council :

- (a) Clerk's salary – April 2017
- (b) Clerk's expenses – April 2017;
- (c) Inland Revenue – April 2017;
- (d) Members' expenses – April 2017;
- (e) One Voice Wales membership - £745;
- (f) St Cenydd Community School bursary - £500.

209. **ITEMS TO BE DISCUSSED AT NEXT MEETING**

The Clerk was asked to add the purchase of defibrillators to the next agenda.

RESOLVED – Noted

210. **CLERK REQUEST FOR INCREASE IN WORKING HOURS**

The Clerk submitted a request for an increase in her working hours as she was not able to do everything she was required to do in the current hours. She was now carrying out extra duties, such as maintaining the website, more regulations with regards to the playscheme, the skate park project, more liaison with CCBC regarding issues within the community and further requirements for audit purposes. One suggestion was to raise the precept and the Community Council would still have one of the lowest precepts. The Clerk left the room whilst this issue was being discussed. She was then called back into the room and advised that it had been resolved to agree six extra hours per week.

RESOLVED – To increase Clerk's hours by six hours per week

211. **NEXT MEETING**

RESOLVED that the next meeting be held on Thursday, 18th May 2017 at 7.00 pm, preceded by the AGM at 6.00 pm.

The Chairman concluded the meeting by thanking Community Councillors who would not be running for re-election for their dedication and hard work to the community and wished them well for the future.

PLEASE NOTE

Should there be any queries relating to these minutes would Members kindly contact the Clerk.

