

# TROEDYRAUR COMMUNITY COUNCIL

## MINUTES OF THE Special MEETING HELD ON June 20<sup>th</sup> 2019

A special meeting of Troedyrour Community Council was held on Thursday, June 20<sup>th</sup> at Coed y bryn Hall

**Present**                      Cllr Maldwyn Lewis                      Cllr Ceri Jones  
                                 Cllr Teifi Evans                      Cllr Emyr Jones  
                                 Cllr Mark Davies                      Cllr Owenna Davies

**Apologies**                      Cllr Llŷr Evans                      Cllr Roger Davies

**Taking minutes in the clerk's absence – Cllr Owenna Davies**

Agenda item	Action	By whom?	By when?
1. <b>Apologies</b>	Cllr Llŷr Evans and Cllr Roger Davies		
2. <b>Clerk's absence</b>	It was noted with great disappointment that the Clerk's support had not been received in arranging the meeting, despite being given clear guidance from the Chair. The Chair had received some of the documents requested for the meeting at 5pm tonight (20/06/19). The accounts and original copies of the audit responses from the Audit Commission for the past 3 years have not been received.		
3. <b>Background to the meeting</b>	<p>Cllr Maldwyn Lewis noted:</p> <ul style="list-style-type: none"><li>- a request has been made consistently over the past 3 years for details of the Community Council's financial audit.</li><li>- Positive responses were always given but there has been uneasiness regarding the accuracy of the information received.</li><li>- The Clerk was asked to provide a copy of the responses received from the Commission. Copies from the past 3 years were provided, noting that everything was fine. No matters arising.</li><li>- The <b><i>Financial Management and Governance = Town and Community Councils 2017 – 2018</i></b> annual report and the <b><i>Internal Audit Arrangements Town and Community Councils Wales</i></b> named Troedyrour Community Council as a council with unresolved matters.</li><li>- Cllr Maldwyn Lewis has contacted the Audit Office and has received a copy of the letter noting that there are several matters which remain uncompleted by the Community Council.</li></ul>		

4.	<b>Audit Date</b>	According to the Clerk, the audit is to be presented by July 15 <sup>th</sup> . This is not in line with statutory dates presented to every Town and Community Council, namely <b>June 30<sup>th</sup></b> .	Clerk/RFO	
	<b>Agenda item A</b>	A notice of Audit was not displayed in a public place or on the Community Council's website by the specified date – June 16 <sup>th</sup> 2019. No information was received about this or the relevant dates from the Clerk/RFO.	Clerk/RFO	
	<b>B.</b>	The Clerk / RFO has the relevant information to certify the Statement of Accounts by June 30 <sup>th</sup> 2019. The purpose of this meeting tonight is to assist the Clerk / RFO to undertake this. Unfortunately, she is not present at the meeting and the relevant documents enabling the members to complete the relevant tasks have not been received.	Clerk/RFO	
	<b>C. D, E. F.</b>	These elements were discussed, but without the relevant information and the cooperation of the Clerk / RFO, they cannot be completed: <ul style="list-style-type: none"> <li>- The accounts available for inspection by the public on June 30<sup>th</sup> / July 1<sup>st</sup> 2019</li> <li>- End of the statutory audit period, July 26<sup>th</sup> 2019</li> <li>- The date by when electors may question and voice their opinion on the accounts and return them to the Auditors, namely July 29<sup>th</sup> 2019.</li> </ul> (The above dates are in line with 'Accounts and Audit (Wales) Regulations 2014' and are appointed in law.	Clerk /RFO to complete the necessary work	24/06/19
	<b>2.</b>	The Chair has contacted One Voice Wales asking for guidance on conforming with Audit Office arrangements. This will be an agenda item in July 2019		
	<b>3.</b>	Evidence is needed from the Clerk/RFO that written permission was given for an extension to the date for presenting and approving the audit, until July 15 <sup>th</sup> , as noted by her in the meeting held on June 4 <sup>th</sup> 2019	Clerk/RFO	
	<b>4.</b>	There is no evidence this evening that the work of the Appropriate Financial Officer has been done and can be approved by the Community Council in line with clauses 'b' and 'c' above.	Clerk/RFO	

5. Unfortunately, we cannot verify the identity of the Clerk/RFO Community Council's Internal Auditor as it was noted in the minutes of the meeting held on May 7<sup>th</sup> 2019 that the Clerk / RFO would ask Mrs Emma Jones. We have not yet received a draft copy of the June 4<sup>th</sup> minutes yet to confirm whether Mrs Jones has received the work. (no reference is made to this in the draft minutes received on 23/06/1019 – this will need to be discussed at the next meeting)
6. Councillor Lewis has received a copy of a letter from the Audit Office noting that a number of matters remain uncompleted for 2016 / 2017. The original copy is required from the Clerk/RFO. Confirmation is also needed noting whether these matters were relevant in 2017 / 18. Clerk/RFO
7. The good practice document and the examples given have been considered. Guidance will be requested from One Voice Wales to ensure that the Community Council does not face such a crisis in future.
8. A session was held in private regarding the work of the Clerk/RFO

**9 – Items to be discussed during the July meeting**

Clerk/RFO's position  
Follow-up to the items recorded in the special meeting held on 20/06/1019

Signed (Chair) \_\_\_\_\_

Signed (Vice-chair) \_\_\_\_\_