

Clerk

From: [REDACTED]
Sent: 28 March 2024 11:58
To: Clerk
Subject: Dobshill playing fields.

Dear Sir/ Madam

I am writing regarding the planned cycle track for Dobshill playing field. I am a resident of Dobshill and have lived in Chester Road, directly opposite the playing field for 18 years, my children grew up playing in the park. I would like to know what consultation has been done with the residents of Dobshill regarding the construction of the cycle path? None of the residents that I have spoken to have been consulted. It is concerning that such a large amount of money is to be spent on the project with a lack of consultation.

There are a number of issues that should be raised, most importantly the safety of the children in the area. The speed limit in the road is 40mph. Numerous complaints have been made to the police regarding the speed of traffic travelling up and down the road and it is concerning that the entrance to the playing field is directly onto this road with a very narrow pavement. I am assuming the investment in the field is intended to encourage children to use it, which will likely result in more children travelling up and down Chester Road alongside the speeding traffic. There have been several near misses close to the park in recent years and a number of traffic collisions in the road. I do not believe that with the current speed limit in place it is safe for children to be entering and exiting the park on bikes onto Chester Road. I suggest consultation be carried out with Highways to reduce the speed limit and preferably install speed bumps to reduce the likelihood of a serious road traffic collision.

Secondly, I note that the outer ring of the track is intended to be constructed of limestone. The section of the field at the far side away from the gate onto Chester Road is frequently under water. The drainage in this area is poor, I know this from many years of spending a good deal of time in the park with my own children. The proposed limestone track will quickly turn into a muddy mess which will be unusable for young children on bikes or scooters. Given how important it is to carefully spent council funds I would like to understand what type of survey has been carried out in respect of the long term viability of the project?

I would like to discuss the construction of the track further and address the concerns raised by myself and other residents of Chester Road, I would be grateful for a response,

Kind Regards

[REDACTED]

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: PENYFFORDD COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	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	163217	154472	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	100739	116851	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	48720	32654	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	28537	39656	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
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	129667	106298	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	154472	158023	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	154472	158023	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	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	154472	158023	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	238307	239143	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).

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 2023, 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 – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have 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"/>	<input checked="" 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.

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 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £_8800.00_ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2. The year end balance is higher than expected mainly due to delays with large planned projects for 2022/23 which were delayed:

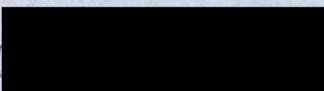
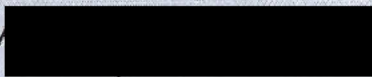
- Memorial Garden Improvements - £26,964.76. Build work delayed due to ongoing issues with the design and approval from the land owner (Local Authority)
- Millstone Skate Ramps/Pump Track - £30,000.00. Project had been deferred until the current projects were completed. It is expected that this project will progress during 2023/24
- Street Lighting Upgrades - £11,012.00. Awaiting work to be completed and invoices from the Local Authority.
- Community Centre - £15,000.00. This is a community project and a community asset transfer with the Local Authority which is yet to be completed.

3.

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

Council/Board/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.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref: M1919</p>
<p>Name: SARAH HUGHES</p>	<p>Chair of meeting signature: </p>
<p>Date: 10 / 5 / 2023</p>	<p>Name: PAT RANSOME</p>
	<p>Date: 10 / 5 / 2023</p>

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of **Penyffordd Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 and guidance issued by the Auditor General for Wales.


Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give 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 legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

There are no further matters I wish to draw to the Council's attention.

 <p>Deryck Evans, Audit Manager, Audit Wales For and on behalf of the Auditor General for Wales</p>	<p>Date 22/03/2024</p>
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Annual internal audit report to:

Name of body: **PENYFFORDD 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 2023.

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.			✓		NO PETTY CASH
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.					
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 24/04/2023.] * 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 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	JDK BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	JDK Business Services Ltd
Date:	24/04/2023

Penyffordd Community Council - Summary Accounts
2023 - 24 Financial Year

Income

	Actual	Anticipated	Difference
Precept	119,521.00	119,521.00	0.00
Bank Interest	2,935.14	200.00	2,735.14
Refunds/Other	11,713.50	0.00	11,713.50
Grants/Funds(Play Area)	0.00	0.00	0.00
Sponsor a Tree	578.00	0.00	578.00
VAT Refund	11,981.02	11,842.39	138.63
Total	146,728.66	131,563.39	15,165.27

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	17,800.82	113,719.00	95,918.18
General Admin etc	9,040.25	14,116.00	5,075.75
Office Costs	1,445.51	1,740.00	294.49
Staffing Costs (wages, hmrc, pension)	50,710.83	47,610.00	-3,100.83
Street Lighting (inc Christmas Lights)	10,878.57	37,570.00	26,691.43
Highways & Footpaths	0.00	2,200.00	2,200.00
Grants & Donations	5,299.92	5,300.00	0.08
Investing in Youth	0.00	3,000.00	3,000.00
Community Buildings	4,787.30	23,000.00	18,212.70
Community Improvements	9,048.98	2,000.00	-7,048.98
Provision of Balances	0.00	2,385.00	2,385.00
Total	109,012.18	252,640.00	143,627.82

Note: the above agreed spend includes all the reserved funds carried over (details on budget summary)

Current Summary

Balance c/f as at 31 March 2023	158,023.49
(+)Income Receipts for 2023/24	146,728.66
(-)Total Expenditure for 2023/24	109,012.18
Gross Balance as at 31 March 2024	195,739.97
Current	£12,819.28
Deposit	£175,454.99
Millstone Play Area	£7,465.70
Reserved - Millstone Play Area Improvements	7,465.70
Reserved - Sponsor a Tree payments	578.00
Reserved - Skate Ramps (FCC match funding)	30,000.00
Reserved - 2022/23 Street Light Upgrades	19,668.71
Reserved - Kays Group - Noticeboard	250.00
Net Balance as at 31 March 2024	137,199.56
VAT Costs for 2023/24 Financial Year	6,975.72

Penyffordd Community Council		Budget Summary 2023/24			
Details of Expenditure	Budget for 2023/24	Current Spend to Date GROSS	Of Which is VAT	Available (inc vat to be reclaimed)	
Parks & Open Spaces					
1.1 Gardening Maintenance	£1,500.00	£0.00	£0.00	£1,500.00	Work undertaken by FCC
1.2 Play Leadership	£2,200.00	£2,126.80	£0.00	£73.20	
1.3 Dobshill Rent	£5.00	£5.00	£0.00	£0.00	
1.4 Bus Shelter Repairs	£100.00	£0.00	£0.00	£100.00	
1.5 Playing Fields	£0.00	£0.00	£0.00	£0.00	
1.5a RESERVED - Melwood Play Area	£0.00	£0.00	£0.00	£0.00	
1.6 Bulbs/Shrubs	£1,100.00	£875.89	£91.46	£224.11	
1.6a RESERVED - Sponsor a Tree	£564.00	£1,734.36	£289.06	£-1,170.36	Over due to VAT & 2024 order paid feb 24
1.7 Seat/ Memorial Garden(clock)	£27,000.00	£0.00	£0.00	£27,000.00	Project being reviewed
1.8 Equipment etc for Operative & Groundsman	£1,150.00	£1,414.59	£182.72	£-264.59	Uniform ordered
1.9 Millstone Play Area	£0.00	£1,404.00	£234.00	£-1,404.00	Repairs & rubber matting to skate ramps
1.11 CCTV	£1,000.00	£1,050.00	£175.00	£-50.00	
1.12 Environmental Improvements	£1,000.00	£97.98	£16.34	£902.02	
1.13 RESERVED - Skate Ramps/pump	£35,000.00	£0.00	£0.00	£35,000.00	Planning due to be submitted. £5k moved to comm impr Oct23
1.14 Old School Garden/West View Wildlife Garden	£8,100.00	£5,096.58	£63.66	£3,003.42	Old School garden not transferred
1.15 Tree Maintenance (NEW)	£2,000.00	£0.00	£0.00	£2,000.00	
1.16 Dobshill Play Area Improvement (NEW)	£20,000.00	£0.00	£0.00	£20,000.00	Project approved March 2024
1.17 Additional CCTV for Millstone Play Area (NEW)	£3,000.00	£3,474.00	£579.00	£-474.00	Over due to VAT
1.18 West View Nature Area Pathway (NEW)	£500.00	£51.41	£8.57	£448.59	Now funded by TW Grant, council approved to move to Place Plan for PAW costs. June 23 & £3k to defib
Staffing Costs					
2.1 Wages, (inc Employee Pension) HMRC & NI	£37,828.00	£40,497.78	£0.00	£-2,669.78	Over budget due to overtime
2.2 Payroll	£330.00	£405.70	£0.00	£-75.70	
2.3 Employer Pension	£7,100.00	£7,500.24	£0.00	£-400.24	Over budget due to overtime
2.4 Clerks Expenses - Home Allowance & Travel	£2,352.00	£2,307.11	£0.00	£44.89	
Office Costs					
2.5 Postage	£120.00	£122.54	£0.00	£-2.54	
2.6 Stationery	£300.00	£319.68	£53.27	£-19.68	Over due to vat which will reclaimed
2.7 Office Machinery	£200.00	£0.00	£0.00	£200.00	Shredder required
2.8 IT Services & DPO Services (&Zoom)	£1,120.00	£1,081.10	£180.19	£38.90	Adobe purchased
General Administration					
2.9 Insurance	£1,724.00	£1,968.02	£0.00	£-244.02	Over due to index linking
2.11 Civic Service	£0.00	£0.00	£0.00	£0.00	
2.12 Audit Fee	£825.00	£554.00	£59.00	£271.00	External Audit 22/23 not invoiced
2.13 Chairmans Name Board	£50.00	£0.00	£0.00	£50.00	
2.14 Elections	£500.00	£0.00	£0.00	£500.00	No elections held
2.15 Clock Tower	£500.00	£348.00	£58.00	£152.00	
2.16 Annual Subscriptions	£992.00	£1,056.00	£0.00	£-64.00	
2.17 Training	£2,500.00	£934.50	£0.00	£1,565.50	
2.18 Website	£250.00	£0.00	£0.00	£250.00	Invoice not received
2.19 Members Allowance	£3,450.00	£2,701.33	£0.00	£748.67	Paid in the final quarter
2.21 Newsletter	£1,000.00	£0.00	£0.00	£1,000.00	
2.22 Community Awards	£0.00	£0.00	£0.00	£0.00	
2.23 Council Email Accounts	£1,200.00	£1,356.00	£226.00	£-156.00	over due to vat
2.24 Bank Charges	£125.00	£122.40	£0.00	£2.60	
2.25 Place Plan	£2,500.00	£0.00	£0.00	£2,500.00	£1500 moved from budget 1.18 to cover PAW Desk Days - June 23
Street Lighting					
3.1 Electrical Supply	£5,400.00	£265.28	£44.21	£5,134.72	Invoiced quarterly
3.2 Electrical Testing	£250.00	£0.00	£0.00	£250.00	
3.3 Repairs & Maintenance	£12,750.00	£4,251.29	£2,078.79	£8,498.71	Work completed, awaiting invoice
3.3a RESERVED - Street light upgrades	£11,170.00	£0.00	£0.00	£11,170.00	Work completed, awaiting invoice
3.4 Christmas Tree/ Lighting	£8,000.00	£6,362.00	£1,060.34	£1,638.00	
Highways and Footpaths					
4.1 Salt Bins	£200.00	£0.00	£0.00	£200.00	
4.2 Noticeboards	£0.00	£0.00	£0.00	£0.00	
4.3 Footpaths	£2,000.00	£0.00	£0.00	£2,000.00	
Grants/Donations					
5.0 Grants	£4,000.00	£3,999.92	£0.00	£0.08	
5.1 CAB	£300.00	£300.00	£0.00	£0.00	
5.2 Investing in Youth	£3,000.00	£0.00	£0.00	£3,000.00	
5.3 Kings Coronation - (NEW)	£1,000.00	£1,000.00	£0.00	£0.00	
Community Buildings					
6.0 Community Centre -Youth Club (inc £7k - S106)	£15,000.00	£0.00	£0.00	£15,000.00	CAT not yet completed
6.1 Pyf War Memorial Institute	£4,000.00	£4,000.00	£0.00	£0.00	
6.2 Community Changing Rooms	£4,000.00	£787.30	£66.35	£3,212.70	
7.0 Community Improvements/Support	£10,000.00	£9,441.38	£1,509.76	£558.62	kiosk refurb & defib. £3k added for defib from budget 1.18. July 23. £5k moved from pump track Oct23
8.0 Provision of balance	£2,385.00	£0.00	£0.00	£2,385.00	
	£252,640.00	£109,012.18	£6,975.72	£143,627.82	

Bank Balances and Accounts for Payment -

April 2024

Bank Balances	Current	£12,819.28
	Deposit	£175,454.99
	Play Area	£7,465.70

Payments Received

20/03/2024	Karen Heaton-Morris	Sponsor a Tree 9	£32.00
21/03/2024	Robert Dixon	Sponsor a Tree 5	£32.00

Bank Transfers

14/03/2024	Deposit Acc	Current Acc	£10,000.00
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Unpresented Cheques/Payments

Payment Method	Payee	Details	Amount
Bacs	One Voice Wales	Annual Membership	£867.00
Bacs	Microshade Business Consultants Ltd	Annual Fee for IT Services and DPO Services and Adobe	£1,012.54
Bacs	APHSigns	Defibrillator Signs	£336.00
Bacs	AVOW	Payroll and Yr End	£153.15
Bacs	Mr C Jones	Mileage and Expenses	£29.16
Bacs	Mrs S Hughes	Mileage and Expenses	£144.51
Bacs	Staffing Cost	01/03/2024 (incs Clerks yr end overtime/hols)	£5,572.00
Bacs	WoodsWork CIC	Nature Area Management	£340.00
bacs	Angle Surveys Ltd	Topographical Survey - Youth Club	£894.00
	HSBC	Monthly Charge	£5.00
			£9,353.36

PLAY AREA ACCOUNT

Payment Method	Payee	Details	Amount
	HSBC	Monthly Charge	£5.00
			£5.00

Note:

Chairman of Council:

Vice Chairman of Council:

Clerk & RFO:

Date:

Payments Authorised by two Bank Signatories

Bank Signatory:

Bank Signatory:

Project Planning (prepared by Cllr Wakelam)

I have broken down the project planning into 4 stages and have broken stage 2C further as the consultation part.

This could be done for all stages.

1 Project initiation/proposal.

A written submission to council giving details on each section.

- a) Goals, Scope, Resources required.
- b) Purpose of the project
- c) Roles needed to fulfil the project
- d) What is expected of the project.
- e) Who will be the project lead?

2 Planning

- a) Detailed plans are drawn up.
- b) Costings are produced.
- c) All stakeholders and residents affected are clearly contacted and this is documented.
- d) Tasks and time schedules are produced.
- e) Responsibilities are established and assigned.

3 Executing the Project

- a) The project lead will deal with the day to day running, reacting to issues and changes via agreed routes if financial.
- b) Regular updates (possibly weekly emails) of the project status and any scheduling problems.
- c) Budget management associated risks will be managed in conjunction with the Chair and Clerk.

4 Project close

- a) A debrief and decompression meeting will be held to identify any good or bad points and any success or failures during the life of the project.
- b) Final budget and payments are agreed.

For planning section 2c I have the following ideas.

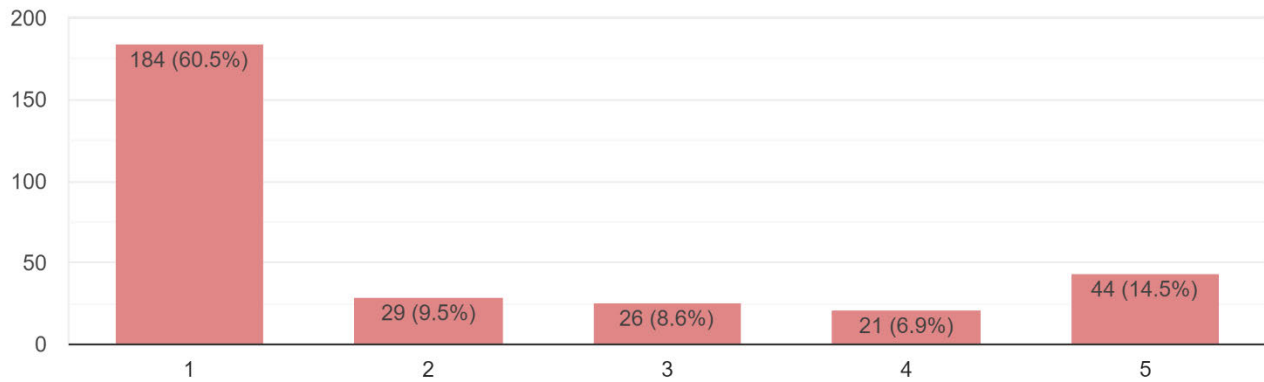
- a) A written basic outline is produced to give clear indications of the project including possible issues for residents. This is shared on our website and social media channels with Email responses welcomed.
- b) 1 week after this all residents within the physical proximity of the project area are visited and their opinions, thoughts and ideas are collected and submitted in writing for future reference.
- c) The project in its entirety is launched on our website and social media channels as an info/guide to residents. This will be an FYI activity.

Memorial Garden Project – Public Consultation Results

The council provided an online consultation from 27th February – 29 March 2024 asking residents how supportive they are on moving forward with the project, providing a design and costings that would be within the £10k budget.

How supportive are you on moving forward with this project?

304 responses





Proforma for Councillors to add items to the Agenda.

Name of Councillor	Cllr Alasdair Ibbotson
Title of Proposal	Participatory Budgeting
Purpose and details of the Proposal	<p>The Community Council will undertake a participatory budgeting exercise for grant awards in the 2024/25 financial year. This will consist of a one-day event to be held in September / October 2024, enabling a decision on grants to be made in the usual timeframe (November meeting).</p> <p>The event will be in three parts:</p> <ol style="list-style-type: none"> 1) Stalls - each applicant has a table and can promote their application and their group (if applicable) more broadly to attendees 2) Pitches - a representative from each applicant can speak for 2 minutes in support of their application 3) Voting - each attendee, including applicants, can vote on which projects they would most like to see funded. Voting would use method C) from page 30 of the document linked to below.
Background to this request	<p>Participatory budgeting refers to control by the whole community of some or all of the state's budget. First developed in Porto Alegre in Brazil, participatory budgeting is now common around the world. In the UK, it is a legal requirement for community councils and county councils in Scotland to use participatory budgeting, with county councils obliged to use it for at least 1% of total spend.</p> <p>In last year's grants round, the council voted to distribute funds evenly between applications due to the difficulty in determining the merits of each. There is general agreement that this is not optimal.</p> <p>While some community groups are well-subscribed, others either struggle for members or are at least keen to recruit new members. Equally, there is an issue with loneliness in our community.</p> <p>When using participatory budgeting, legal authority to authorise expenditure remains with the Community Council, a formal decision on apportionment of the grants budget would still need to be taken by the community council.</p> <p>Further information on the process and how it works in UK context is available in the guide from the Scottish Government below: https://sharedfuturecic.org.uk/wp-content/uploads/2019/01/Grant-Making-through-Participatory-Budgeting.-A-guide-for-Community-Choices.pdf</p>
Financial Implications	<p>Direct Expenditure: Limited additional spend for hire of the Institute if the institute is used, alternatively the function room of the Legion could be used. Significantly increased grant budget in 24/25 could be used to meet this. Potential use of publicity budget to promote, subject to separate approval.</p> <p>Indirect Expenditure: Approx 0.5 hours additional staff time to collate votes. Processing of applications likely to be simplified owing to in person, rather than paper-based, promotion of advantages by applicants.</p>

Environmental Implications	<p>Carbon Impact: Limited additional carbon impact from heating / lighting of Institute / Legion for the event, and additional non-active travel to the event by participants.</p> <p>Wildlife / Biodiversity Impact: None.</p> <p>Landscape Impact (including cultural heritage): None</p> <p>Access to Nature Impact: None</p>
Equality Implications	<p>By opening the budgeting process to the whole community, a wider range of people are able to participate than would be the case if allocations remained solely the province of the community council. Recognising the lack of diversity of the community council relative to the population as a whole, this is strongly likely to increase equal representation in the budgeting process with respect to a number of protected characteristics.</p> <p>Any event should be organised in an accessible building to enable full participation by disabled people. Consideration should be given to whether additional provision should be made available, e.g. sign language interpretation of pitches.</p> <p>With respect to the protected characteristic of age, by having an event in person some residents may find attending difficult. However, alternative methods (online meeting or not using participatory budgeting) will lead to greater exclusion, leaving this the most broadly inclusive.</p> <p>Welsh language provision should be made available in line with the council's Welsh Language Policy in the usual way. Participating applicants should be encouraged to use Welsh on any promotional materials where possible.</p>
Advantages of this proposal	<ul style="list-style-type: none"> ● Greater community engagement with the council ● Greater democratic accountability in spending public funds ● Opportunity for local groups to promote themselves to residents and potential new members ● Uses proven methods to ensure no one group can game the system and that allocation is fair ● Will lead to apportionment of funds to those applications considered best by the community, rather than flat rate funding for anyone who submits an application
Disadvantages of this proposal	<ul style="list-style-type: none"> ● Limited use of financial resources as detailed above ● Low attendance risks public perception of the council / process ● Work for councillors to run event
Date submitted	1/4/24

****Please note that this proposal will be included with the Supporting Papers and will be made available to the Public****



Proforma for Councillors to add items to the Agenda.

Name of Councillor	Environment Working Group
Title of Proposal	Required Remedial work to Millennium Clock
Purpose of Proposal	In order to bring the Millennium Clock Tower to a safe specification the Environment Group have identified work that requires attention. As a Community asset we have a responsibility to maintain and ensure its longevity for the benefit of all. The brickwork of the clock is in need of re pointing and the seepage of mineral /salt deposits on the tower removed
Background to this request	<p>Since the year 2000 the clock tower has been an important landmark and focal point in the centre of the village. Over they years there have been various additions placed on the brickwork and in order to preserve the fabric of the brickwork we need to remove bolts, nails, light fittings and various masonry that have been left on the tower. The NHS heart was put up during Covid so this too should be removed and a stipulation made that, apart from the poppy wall (which is hung rather than nailed to surface) no additional objects be placed there.</p> <p>There should be no necessity for lights to be strung on the brickwork as these again damage the brickwork - a floodlight installed at the base of the clock to highlight it a preferable option.</p>
Financial Implications	The work required cannot be undertaken by our groundsperson and requires contractors to provide quotes so at this stage a cost cannot be specified
Environmental Implications	Aesthetically at the centre of the village it is an important part of the environment
Equality Implications	N/A
Advantages of this proposal	Ensures that the Clock Tower is maintained in good condition
Disadvantages of this proposal	Costings/budget allocation
Date submitted	March 2024



Proforma for Councillors to add items to the Agenda.

Name of Councillor	Councillor Thompson
Title of Proposal	Crossing Patrol Officer – Lollipop Person
Purpose of Proposal	<p>To support Ysgol Penyffordd School in traffic management, most importantly to help reduce the risk to children, adults and the elderly crossing the roads around the school during the hours of 08:30 and 09:30 and 14:40 and 15:40 Monday to Friday during school term.</p> <p>For the council to recruit, pay for DBS check, provide PPE ,Training and pay salary for a crossing patrol officer.</p> <p>The patrol officer would be situated on the Junction of Abbots Lane and Park crescent covering two passing points. They would also be provided with resources to note cars behaving poorly ie Body Worn video and would be reported to the police.</p>
Background to this request	<p>Issues around parking at Ysgol Penyffordd have been on the council agenda several times I wish for the council to be seen supporting the school. The school is understandably reluctant in re opening the drop off and pick up within the car park due to a couple of near misses involving vehicles and children.</p> <p>This has however increased the amount of traffic using the neighbouring streets and causing parking issues. I feel it's only a matter of time until there is an accident with the amount of traffic and pedestrians using the narrow roads in a confined space.</p> <p>During the environmental meeting in March I raised my concerns and suggestion to three other councillors who also feel this would be a good idea.</p> <p>Time scales for this project would be for the officer to be in place fully trained ,DBS checked by the start of the new school year 24/25. However if a suitable candidate was found and fully trained there is the potential for them to start for the second half of the summer term</p>
Financial Implications	<p>I'm aware this year's budget has been set with no specific amount for this but we do have the ability to move money from other areas of our budget and see this as a priority.</p> <p>DBS Check £18 PPE approx £500</p> <p>No specific training available so would liaise with Colin (our current Crossing Patrol Officer) to support and help new candidate about role and responsibilities.</p> <p>Proposed salary £12.50 an hour ,national Living wage 11.49 as of 2024. School runs for 195 days making a total annual payment of 2,437.50 or paid</p>

	for the full school year of 39 weeks which would equal to £4875. this to be checked further with Clerk and FCC for policy for payments.
Environmental Implications	N/A
Equality Implications	N/A
Advantages of this proposal	<ul style="list-style-type: none"> -Safety of pedestrians - Better traffic management. - Council taking proactive action - Supporting local school and residents alike
Disadvantages of this proposal	N/A
Date submitted	28 th March 2024