

CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

ORGANISATION

Llandow Community Council serves the three villages of Llandow, Llysworney and Llanmihangel (including Sigingstone) in the rural Vale of Glamorgan. Community Council information including Minutes, Agendas of Meetings and the Community Council's finances can be found on the website at: www.llandow.org.uk

The Community Council meets once a month, usually on the first Thursday. Meetings are held at Llandow Village Hall and residents are welcome, and encouraged, to attend. The Council has invested in technology to enable people who cannot attend in person to take part – this to comply with the provisions of the Local Government and Elections (Wales) Act 2021. Access to join a meeting remotely, through 'Zoom', can be arranged by contacting the Clerk (details below) who can provide the information required.

Membership for the year 2023-24 was as follows:

Llandow	Llysworney	Llanmihangel (Sigingstone)
Ray Thomas	Catharine Bray	Andy Clarke
Ann Pattinson	Janette Shaw	Sarah Brewer
Darren Hackett	Martyn Walker	
Kay Walters	<i>vacancy</i>	

Chair for the year was Cllr Catharine Bray and Vice Chair Cllr Ray Thomas.

Representatives on the Community Liaison Committee of the Principal Council were Cllr J Shaw and Cllr D Hackett.

Representatives for the local Area Committee of One Voice Wales (Bridgend/Cardiff/Vale) were Cllr C Bray and Cllr S Brewer.

The Clerk to the Council is Mr. David-Lloyd Jones and he can be contacted at:

- Overt House, Cefn Rd, Cefn Cribwr, Bridgend. CF32 0BA.
- Tel: 01656 741354
- Email: davidlloyd.jones@btinternet.com

FINANCIAL INFORMATION

The Council's precept for the year was £10,000.

The accounts for the year are included at **Annex 1** together with the audit opinion.

The results of the internal audit are included at **Annex 2**.

CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

ACTIVITIES

Boundary Review

The Local Democracy and Boundary Commission for Wales was commissioned by the Vale of Glamorgan Council to carry out a review of town and community council boundaries in the Vale of Glamorgan. Community boundaries were being considered to (i) ensure that they reflect local identity and (ii) check if the capacity of the area is still relevant. Possible outcomes included the creation, abolition or merging of communities and/or lead to changes to boundaries, ward names and ward members. The relevant size of a town/community council was to be considered with reference to the elector / councillor ratio policy; population growth; new developments and whether the area is rural, urban or mixed.

The review started in January 2023 and Cllr C Bray attended a workshop in Barry in February 2023 to learn more. The Members of the Community Council were anxious that Llandow Community Council should remain unchanged given the unique nature and characteristics of the three rural villages which make up the Council ward. The Council submitted its views to the Boundary Commission in March 2023 when the consultation period opened, and in October 2023 sent a detailed letter of objection to the proposals for change.

The Council is disappointed with the outcome of the review - announced in April 2024 - and is at a loss to see how merging with Llanmaes, Llanfair and St Hilary to create a larger council area while reducing the number of Councillors from 25 to 13 will produce “effective and convenient local government” ostensibly the objective of the review.

Flooding

All three villages in the Llandow ward suffer from the impact of flooding in extended wet periods.

In January 2024 - after considerable efforts - a meeting of all agencies and interested parties (including the residents action group, County Councillor, Highway authority, Dwr Cymru / Welsh Water) was successfully achieved in Llandow and an action plan agreed.

In Llysworney following a further incident of foul water pollution Dwr Cymru / Welsh Water attended the site on 28 February 2024.

Speeding traffic / road signage

The Council has been in regular contact with the Principal Council regarding traffic speed and monitoring especially on the B4268 through the centre of Llysworney and the B4270 from Nash Corner to Cowbridge. Several Llysworney residents have undergone the required training to be able to monitor traffic speeds under the ‘Go Safe’ initiative.

CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

Planning applications

The Llandow Industrial Estate is located within the community council's boundary. The council receives large numbers of planning applications for review – from this estate as well as from individual home and landowners.

One application was considered of grave concern and Cllr Shaw voiced the council's concerns at the Principal Council Planning Committee meeting in September 2023.

Community grants

The Council was pleased to be able to support its local communities with several modest financial awards during the year. Applications must evidence benefit to the community.

Date	Community Grants	Amount
Jun-23	Llandow Village Hall	£300.00
Jun-23	Llandow Village Hall	£140.00
Oct-23	Llysworney Community Assoc'n	£145.00
Oct-23	Llandow Village Hall	£347.64
		£932.64

The Council ensures it monitors the level of spend each year to comply with the provisions of S137 of the Local Government Act 1972.

Governance

The Council meeting on Thursday 1 June 2023 was observed by Mr R Alexander, member of the Independent Standards Committee of the Principal Council. Feedback from the observation is included at **Annex 5**.

During the year the Council started a program of review of policies and documentation. The toolkit prepared by One Voice Wales to assist in this exercise was found to be helpful. This will continue in 2024-25.

Looking forward

Cllr Ann Pattinson tendered her resignation with effect from 15 April 2024 after 10 years of service. On behalf of the Council the Chair thanked her for her contribution over this time and presented her with a small gift at the April 2024 meeting.

CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

Annex 1 Annual accounts to 31 March 2024

Community and Town Councils in Wales			
Annual Return for the Year Ended 31 March 2024			
Accounting statements 2023-24 for:			
Name of body:	Llandow Community Council		
	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	5,525	5,407	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	10,000	10,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	1	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	7,828	8,140	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	2,290	2,881	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	5,407	4,387	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	5,407	4,387	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held <u>at</u> 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	5,407	4,387	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	915	915	The asset and investment register value of all fixed assets and any other long-term assets held as <u>at</u> 31 March.
13. Total borrowing	0	0	The outstanding capital balance as <u>at</u> 31 March of all loans from third parties (including PWLB).

The accounting statements and the annual governance statement were approved by the Council on 6 June 2024.

CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

Annex 2 Internal audit – review period ending 31 March 2024 (page 1 of 2)

Annual internal audit report to:

Name of body:

The Council'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 2024.

The internal audit has been carried out in accordance with the Council'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.

	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.	X				CHECKED ALL BOOK BACK TO INDIVIDUAL RECORDS. ALL KEPT IN EXCELLENT MANNER
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	X				NOT VAT REGISTERED SO ALL RECORDS OF PAYMENTS CHECKED TO DOCUMENTS ALL FOUND ACCURATELY CORRECT
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	X				CHECKED ON AN ONGOING BASIS TO MONITOR AGAINST BUDGET. AT COUNCIL MEETINGS
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.	X				CHECKED PRECEPT CAME IN AND WAS MONITORED AGAINST THE BUDGET. ALL FOUND CORRECT
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	X				FOR ALL RECORDS CORRECT AND ALL INCOME RECEIVED IN A TIMELY MANNER
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			X		N/A
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	X				ALL AND EMPLOYEE RECORDS CHECKED TO WAGE RECORD ALL RECORDED AND PAID OUT IN TIMELY MANNER
8. Asset and investment registers were complete, accurate, and properly maintained.	X				ASSET REGISTER CHECKED AND VALUE FAIR

CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

Annex 2 Internal audit – review period ending 31 March 2024 (page 2 of 2)

	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.	X				CHECKED TO BANK STATEMENTS AND FOUND CORRECT. EXCELLENT RECORDS KEPT
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.	X				AUDITED ALL RECORDS FOUND KEPT IN EXCELLENT WAY. OPINION IS GAVE A TRUE AND FAIR VIEW OF CURRENT ACCOUNTING RECORDS ALL RECORDS KEPT TO CORRECT ACCOUNTING METHODS
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			X		N/A

For any risk areas identified by the Council (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
13.					Risk area found
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 are included in my detailed report to the Council 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 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Robin Charlton

Signature of person who carried out the internal audit: *R. Charlton*

Date: *1/6/24*

CYNGOR CYMUNEDOL LLANDOW

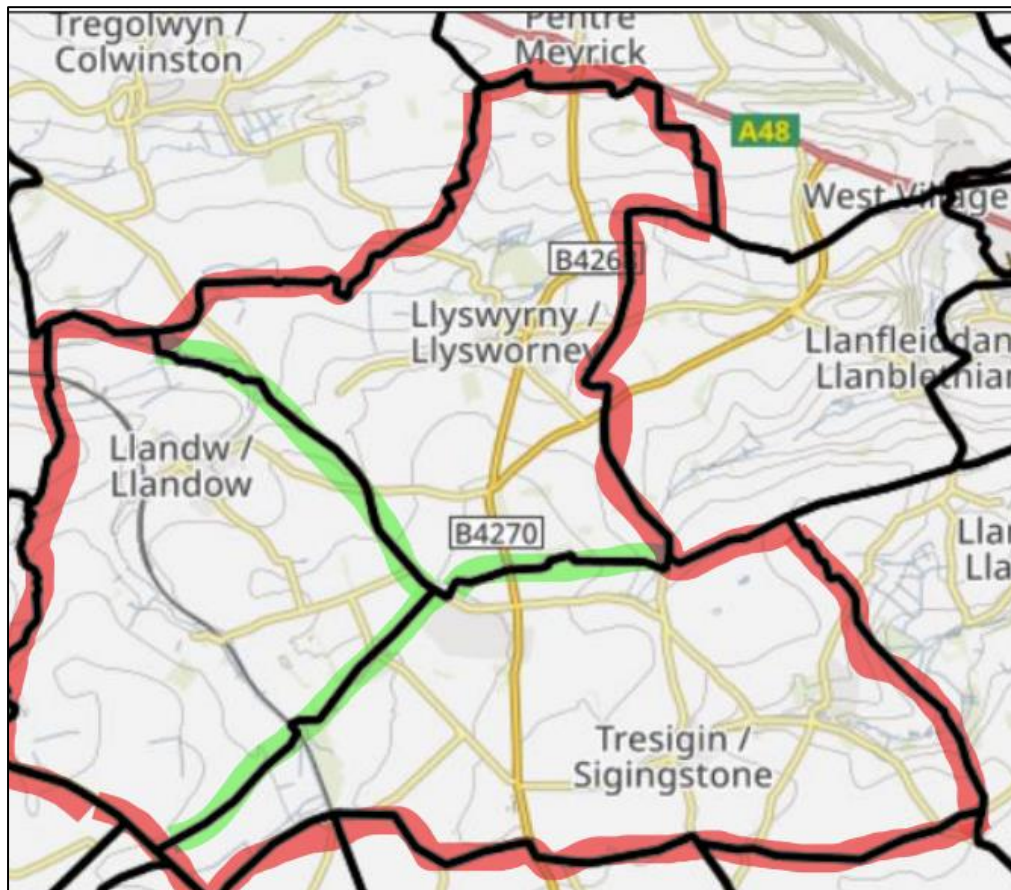
LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

Annex 3 Meeting attendance

Members	Members' Register of Attendance at Meetings of the Community Council											
	Apr '23	May '23	June '23	July '23	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	
Cllr C Bray	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	N O
Cllr J Shaw	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cllr M Walker	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	M E E T I N G
Cllr A Pattinson	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cllr D Hackett	✓	✓	✓	✓	X	✓	✓	X	✓	✓	✓	
Cllr R Thomas	X	✓	✓	✓	✓	X	✓	X	✓	✓	✓	
Cllr K Walters	✓	✓	✓	✓	✓	✓	✓	✓	X	X	✓	
Cllr A Clarke	✓	✓	X	✓	X	✓	✓	X	✓	✓	✓	
Cllr S Brewer	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	
		✓	Present				X	Absent				

Annex 4 Llandow Community Council Area



CYNGOR CYMUNEDOL LLANDOW

LLANDOW COMMUNITY COUNCIL

ANNUAL REPORT 2023-24

Annex 5 Independent Observation Feedback.

12 July 2023 – By e-mail

Dear Chair and Clerk,

I write to provide feedback as reported by the Independent Member to the Standards Committee on 8th June 2023 following the observation visit of your Council meeting on 1st June 2023.

Mr. Alexander advised Committee that this meeting had been chaired with precision. The meeting had been held on a remote / hybrid basis, however it had not been possible to identify the Clerk and the five people that had also attended remotely could not be identified. There were no name cards however he commented that he had received the papers well in advance. Decisions were properly moved and seconded, and it had been a purposeful and focused meeting.

Should you wish to discuss the above please do not hesitate to give me a call or drop me a line.

Kind regards

Karen

Karen Bowen

Principal Democratic and Scrutiny Services Officer / Swyddog Gwasanaethau Democrataidd
Democratic Services / Gwasanaethau Democrataidd
Vale of Glamorgan Council / Cyngor Bro Morgannwg

Action:

At subsequent meetings with external attendees, name cards have been used.