

CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

21 JUNE 2022

A G E N D A

COUNCIL MEETING:

- 1. APOLOGIES FOR ABSENCE:**
- 2. DECLARATIONS OF INTEREST:**
- 3. MINUTES OF THE PREVIOUS MEETING:**

To receive and approve the minutes of the previous hybrid annual meeting of the Council held on 17th May 2022, copy attached.

- 4. MATTERS ARISING FROM MINUTES:**

Council Insurance – members will recall that the council granted the Clerk and Financial Officer, the Chairman of the council and the Chairman of Finance delegated authority to review the three insurance quotes required for the period 1st June to 31st May 2023, minute reference 18/23 refers.

Three quotes have been received as follows:

BHIB	£1,454.29 or £1,364.90 on a three-year deal
Gallagher	£1,513.52 3-year deal (current insurers)
Zurich	£2,069.79 long term agreement not available

It was agreed that the council opt for the 3-year deal with BHIB; members are requested to note this.

5. VACANCIES FOR CO-OPTION: BROUGHTON SOUTH WARD:

To consider the applications received for the two vacancies in the Broughton South ward following the recent Local Government elections. (*Copies of the applications will be emailed directly to members*).

A vote will be taken with a show of hands in alphabetical order of candidate names. Any new members appointed will be required to sign a Declaration of Acceptance of Office form and may join the meeting as Councillors, if elected or as members of the public if not elected.

6. INTERNAL AUDIT 2021-22:

To receive the Internal Auditor's report for the financial year ending 31st March 2022 and note the actions taken to mitigate the minor issues identified, copy attached.

7. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2022:

To receive and approve the Annual Return prior to submission to the external Auditor and to approve the annual governance statement, copy attached.

8. CHAIR'S REMARKS:

PLANNING AND GENERAL PURPOSES COMMITTEE:

9. PLANNING APPLICATIONS AND DECISIONS:

County Council Members:

- (i) To formally note that the participation of those Councillors who are also members of the County Council, in both the debate and subsequent vote, is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Community Council. The County Councillors reserve their final views on the application until they are in full possession of all relevant arguments for and against.
- (ii) To consider the planning applications received to date for the month of June, copy attached.

Members are asked to view the applications on-line prior to the meeting via

<http://www.flintshire.gov.uk/en/Resident/Planning/Home.aspx>

- (iii) To note any planning appeals.
- (iv) To note the attached planning decisions for June 2022.

10. POLICE MATTERS:

To raise any relevant matters for communication to the local Police Community Support Officer who may be in attendance.

11. HIGHWAY MATTERS:

To raise any relevant matters for communication to the Senior County Highways Officer, who may be in attendance.

12. COUNTY MEMBER ITEMS:

To receive any relevant information items.

To receive any relevant information items.

LIGHTING AND AMENITIES COMMITTEE:

14. STREET LIGHTING:

To raise any street lighting faults or related matters.

15. IMPROVEMENTS TO CHILDREN'S PLAY AREAS 2022/23:

To consider the attached letter from Aura Leisure and Libraries.

FINANCE AND STAFFING COMMITTEE:

16. ACCOUNTS FOR PAYMENT:

To approve the attached list of payments for June 2022.

17. BANK RECONCILIATION:

To receive a copy of the bank reconciliation statement for the period to 31st May 2022, *copy to follow*.

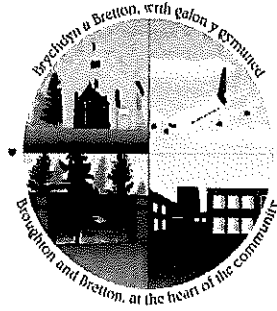
18. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the month of June 2022 and any other relevant matters.

19. FINANCIAL POLICIES:

To review and agree the attached policies:

- i. Policy on income
- ii. Annual Investment Strategy
- iii. Financial Risk Assessment
- iv. Internal Financial Controls



Minutes of the 'Hybrid' Meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
17 May 2022

PRESENT: Councillor Penny Brett-Roberts (Chairman)

Councillors: Klaus Armstrong-Braun, Jeff Brett-Roberts, Chrissy Gee, Veronica Gay, Barrie Gregory, Ros Griffiths, Donna Lalek, Mike Lowe, Ryan McKeown, Billy Mullin and Gareth Williams

Officers: Mrs S G Jones, Clerk & Financial Officer
Fran Griffiths, Administrator

01/22 APPOINTMENT OF CHAIRMAN 2022/2023:

The previous past Chairman invited nominations for the position of Chair for the Municipal Year 2022/2023. In accordance with the Council's adopted policy of seniority Councillor Penny Brett-Roberts had been the agreed nominee.

On being put to a vote, Councillor Penny Brett-Roberts, was duly elected Chair of Broughton and Bretton Community Council for the Municipal Year 2022/2023.

Councillor Penny Brett-Roberts duly completed her Declaration of Acceptance of Office form, thanked Members for supporting her nomination and conveyed her congratulations to the new and re-elected members of the Community Council.

IT WAS RESOLVED: that Councillor Penny Brett-Roberts be appointed Chair of the Community Council for the Municipal year 2022/2023.

1 Chair's signature: _____

02/22 APPOINTMENT OF VICE-CHAIRMAN 2022/2023:

The Chair requested nominations for the position of Vice Chairman of the Council for the Municipal Year 2022/2023. Councillors Klaus Armstrong-Braun, Donna Lalek and Billy Mullin had been nominated. On being put to a vote, Councillor Billy Mullin was elected as Chairman for the 2022-23 municipal year.

Councillor Billy Mullin duly completed his Declaration of Acceptance of Office form and thanked Members for supporting his nomination. He congratulated new members on their election and offered the council his good wishes.

IT WAS RESOLVED: that Councillor Billy Mullin be appointed Vice Chair of the Community Council for the Municipal year 2019/20.

03/22 APOLOGIES FOR ABSENCE:

An apology for absence had been received from Councillor Klaus Armstrong Braun (illness).

04/22 DECLARATIONS OF INTEREST:

Councillors Chrissy Gee and Ryan McKeown declared an interest in item 24, Planning Applications and duly completed their Declaration of Interest forms.

05/22 DECLARATIONS OF ACCEPTANCE OF OFFICE:

The Clerk and Financial Officer confirmed that all members had signed their Declaration of Acceptance of Office forms.

06/22 COUNCILLOR VACANCIES AND CO-OPTION PROCESS:

The Clerk and Financial Officer advised that following the Local Government elections there remained two vacancies in the Broughton South ward. An advert would be displayed with a closing date of 4pm on Friday 27th May 2022. Expressions of interest should be put in writing to the Clerk and the nominees would be invited to the June Council meeting.

IT WAS RESOLVED: to approve the process.

07/22 RETIRING CHAIR'S REMARKS:

Councillor Ryan McKeown conveyed his thanks to members for their support during his term in office but said that due to the Covid pandemic he had attended limited civic events. He welcomed newly elected members to the Community Council and said that everyone should work together without any political agenda. He thanked the Clerk and Financial Officer, Sharron Jones and the administrator, Fran Griffiths for their help and support throughout his term of office.

08/22 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 26th April 2022 be approved as a correct record.

09/22 MATTERS ARISING FROM THE MINUTES:

There were none.

10/22 MEMBERS' CODE OF CONDUCT:

Councillor Penny Brett-Roberts reiterated Section 7 of the Code of Conduct

IT WAS RESOLVED: to adhere to the Model Code of Conduct.

11/22 STANDING ORDERS:

The Clerk and Financial Officer outlined the two amendments to the Standing Orders. Meeting dates could be changed with the consent of the Chairman of the Council due to inclement weather or illness/absence of the Clerk and Financial Officer.

IT WAS RESOLVED: to abide by the council's Standing Orders.

12/22 EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

IT WAS RESOLVED: to agree to abide by the Council's Financial Regulations and Expenditure Policy.

13/22 APPOINTMENT OF STANDING COMMITTEES:

IT WAS RESOLVED: to approve the Standing Committees of Planning and General Purposes, Lighting and Amenities and Finance and Staffing and to continue to run the committees following council meetings on a 'rolling agenda'.

14/22 APPOINTMENT OF CHAIRS OF COMMITTEES:

IT WAS RESOLVED: to appoint the Chairmen for each of the council's standing committees for the municipal year as follows:

Planning and General Purposes – Councillor Donna Lalek
Lighting and Amenities – Councillor Mike Lowe
Finance and Staffing – Councillor Ros Griffiths

15/22 PAYMENTS TO MEMBERS OF COMMUNITY AND TOWN COUNCILS:

The Clerk and Financial Officer reminded members that if they wished to forego their mandatory allowances, they would need to confirm to her, in writing.

IT WAS RESOLVED: to re-affirm the determinations as agreed at the Community Council meeting on 16th November 2021, item 75/21 refers.

16/22 REPRESENTATION ON OUTSIDE BODIES:

IT WAS RESOLVED TO:

- I) Remove Councillor Mike Lowe as the representative at Broughton CP School and replace with Councillor Donna Lalek.
- II) Councillor Chrissy Gee to be added to the South Flintshire Police liaison panel.
- III) That further representations be considered at the next meeting when the co-option of additional members had been completed.

IT WAS RESOLVED: to note the updates.

17/22 APPOINTMENT OF INTERNAL AUDITOR:

IT WAS RESOLVED: to approve the appointment of JDH Business Services Ltd, as Internal Auditor for the financial year 2022/23.

18/22 COUNCIL INSURANCE - 1 JUNE 2022 TO 31 MAY 2023:

The Clerk and Financial Officer had sought three quotes but at the time of the meeting they had not been received. The renewal would be effective from 1st June 2022.

IT WAS RESOLVED: to give the Clerk and Financial Officer delegated authority, in conjunction with the Chairman of the Council and the Chairman of Finance and Staffing, to review the quotes and renew the insurance prior to the 1st June 2022.

19/22 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer confirmed that the cost to the council for the joint maintenance agreement for May amounted to £5,934.98.

IT WAS RESOLVED: to note the updates.

20/22 DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2022/23:

IT WAS RESOLVED: to approve the dates of forthcoming meetings as follows:

21 June 2022
19 July 2022
20 September 2022
18 October 2022
15 November 2022

17 January 2023
21 February 2023
21 March 2023
18 April 2023
16 May 2023

21/22 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum of £7,555.22 for May be approved.

22/22 BANK RECONCILIATION:

IT WAS RESOLVED: to receive and approve the bank reconciliation for the period ending 30th April 2022.

23/22 MEETING WITH ARRIVA AND BROUGHTON RETAIL PARK:

IT WAS RESOLVED: that Councillors Penny Brett-Roberts, Chrissy Gee, Donna Lalek and Mike Lowe attend the meeting with Alan Barker, Broughton Park and representatives from Arriva.

24/22 PLANNING APPLICATIONS:

IT WAS RESOLVED:

(a) County Council Members:

It was noted that the participation of those Councillors who were also Members of the County Council, in both the debate and subsequent vote, was on the basis that the views expressed were preliminary views taking account of the information made available to the Community Council.

The County Councillors reserved their final views on the applications until they were in full possession of all relevant arguments for and against.

- (b) That the County Planning Authority be advised of this Council's observations on the applications submitted to it for consideration, as *per the attached schedule*.
- (c) There were no planning appeals.
- (d) That the planning decisions be noted.

Broughton and Bretton Community Council
Planning Committee – 17 May 2022

DECISIONS NOTIFIED TO FLINTSHIRE COUNTY COUNCIL

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	063996 Ward: Broughton North East	Amendments to elevational details – cladding detail change	Land at Manor Lane, Hawarden	Noted
2.	064342 Ward:	Erection of an orangery to rear and side of property	Pen y Cae, Old Warren, Broughton	No objection
3.	064430 Ward: Broughton North East	Proposed single storey extension to accommodate ground floor WC	8 Brook Lane, Hawarden	No objections
4.	064430 Ward: Broughton North East	Proposed single storey extension to accommodate ground floor WC	8 Brook Lane, Hawarden	Decision deferred until docs available No docs available
5.	064453 Ward: Broughton North East	Proposed extensions and alterations	Appleby, Bretton Lane, Bretton	Decision deferred until docs available No docs available


BROUGHTON AND BRETTON Community Council
Accounts for Payment
May-22

Ref:	Voucher No:	Payee:	Amount
BACS	BB/21/130	SSE - unmetered supplies	£ 1,210.45
BACS	BB/21/131	Salaries - May	£ 1,164.17
BACS	BB/21/132	Clwyd Pension Fund - Salaries May	£ 377.06
BACS	BB/21/133	HMRC - Salaries May	£ 208.90
BACS	BB/21/134	H W Oultram - fuel May	£ 78.80
BACS	BB/21/135	Brookes Tarpaulins - CP play area sign	£ 49.44
FC27(FG)	BB/21/136	Ewloe PO - Agenda PO	£ 10.25
BACS	BB/21/137	HCC - Joint Maintenance May	£ 5,934.28
		TOTAL	£ 9,033.35

Chairman:



Chair of Finance:



INTERNAL AUDIT REPORT
BROUGHTON AND BRETTON COMMUNITY COUNCIL 2021/22

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>The internal audit identified the following errors on the annual return:</p> <ul style="list-style-type: none"> Allotment rent receipt of £900 has been netted off the expenditure code therefore understating both receipts and payments by £900. Fixed assets incorrect on annual return for 2020/21. Stated as 262,061 and should be 262,519. <p>The explanation of variances prepared for the external auditor states that the allotment rent is outstanding which is incorrect.</p>	<p><i>The annual return should be amended as follows:</i></p> <p>Total other receipts £8,279</p> <p>Total other payments £124,324</p> <p>2020/21 Fixed assets = £262,519</p> <p><i>The explanation of variances should be updated.</i></p>	Noted and amended.
2	<p>The Standing orders section on contracts requires the RFO to obtain 3 quotations for contracts between £150 and £25,000. It also requires three estimates for contracts between £500 and £5000.</p> <p>The financial regulations requires 3 quotations for contracts between £1500 and £25,000 and 3 estimates for contracts between £500 and £1500.</p>	<p><i>The standing orders and financial regulations should be reviewed to ensure they are consistent with each other.</i></p>	Noted will be updated following council approval on 21 st June.
3	<p>We have not seen a letter of receipt for the following grants that have been made via online banking:</p>	<p><i>Letters of receipt should be obtained for grants and donations. This is particularly important when the</i></p>	These are annual grants but letters will be requested.

ITEM 6

INTERNAL AUDIT REPORT
BROUGHTON AND BRETTON COMMUNITY COUNCIL 2021/22

	<ul style="list-style-type: none"> - Broughton and Bretton War Memorial Institute £1500 - Broughton Community Centre £1500 	<p><i>payment is made via online banking.</i></p>	
4	<p>A VAT reconciliation to correct the previous VAT error has taken place and an amount due to HMRC of £5927.48 was identified. A payment was made to HMRC of £5161.33 (amount due less 21/22 quarters 1 and 2 reclaim) in February 2022, however, this appears to have been made to the Council's HMRC PAYE account rather than to their HMRC VAT account. The Council have been informed by HMRC that they should request a repayment from the account that has been paid and then repay to the correct HMRC VAT bank account.</p> <p>The VAT reclaim for quarters 3 and 4 total £2294.80, therefore, the balance due to HMRC relating to VAT as at 31/3/22 is £2,866.53 and the balance due from HMRC relating to the incorrect payment is £5161.33.</p>	<p><i>The Council must ensure they reclaim the amount they paid incorrectly to HMRC and pay the amount due relating to VAT.</i></p>	<p>Letter sent to HMRC on 26th May 2022. Reply received 10th June. Amendments in hand.</p>

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2022

Item 7

Accounting statements 2021-22 for:

Name of body: Broughton and Bretton Community Council

	Year ending		Notes and guidance for compilers				
	31 March 2021 (£)	31 March 2022 (£)					
Statement of income and expenditure/receipts and payments							
1. Balances brought forward	110,128	107,332	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	114,787	120,526	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.				
3. (+) Total other receipts	8,973	8,279	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	15,282	21,510	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	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).				
6. (-) Total other payments	111,274	124,324	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	107,332	90,303	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	107,332	90,303	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	107,332	90,303	Total balances should equal line 7 above: Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	262,519	280,262	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).				
14. Trust funds disclosure note	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	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 2022, 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 – 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £4,933 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

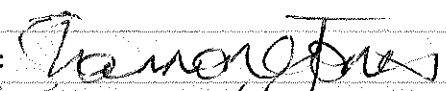


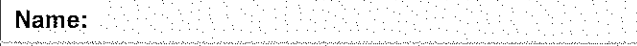

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting 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.

Certification by the RFO	Approval by the Council/Board/Committee
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 2022.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: 
Name: SHARON JONES	Chair of meeting signature: 
Date: 18th May 2022	Name: 
	Date: 

Annual internal audit report to:

Name of body: **BROUGHTON AND BRETTON 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 2022.

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text * EXCEPT FOR ISSUE 4 IN INTERNAL AUDIT REPORT AND ISSUE 2.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
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.	<input checked="" type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text * SUBJECT TO AMENDMENTS TO ANNUAL RETURN IS IN ISSUE 1 OF INTERNAL AUDIT REPORT
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text

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. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

* 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 05/06/2022.] * 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 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	JDH BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	JDH Business Services Ltd
Date:	05/06/2022

Broughton and Bretton Community Council
Planning Committee – 21 June 2022

Item
9(11)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	064453	Proposed extensions and alterations	Appleby Bretton Lane Bretton	Alan Wells
2.	064265	Reinstatement of a chimney stack, erection of a curtilage boundary wall and gates, installation of a surfaced domestic outdoor sitting area and parking spaces	Warren Hall Mold Road Broughton	Jenni Perkins
3.	064266	Listed building application for the reinstatement of a chimney stack, erection of a curtilage boundary wall and gates, installation of a surfaced domestic outdoor sitting area and parking spaces and retrospective consent for the removal of 20 th century first floor shutters on the listed building	Warren Hall Mold Road Broughton	Jenni Perkins
4	064430 Ward: Broughton North East	Proposed single storey extension to accommodate ground floor WC	8 Brook Lane, Hawarden	Decision deferred from May Barbara Kinnear
5.	064453 Ward: Broughton North East	Proposed extensions and alterations	Appleby, Bretton Lane, Bretton	Decision deferred from May Alan Wells

ITEM 15



Mrs Sharron Jones
Broughton and Bretton Community Council
113 The Highway
Hawarden
Flintshire
CH5 3DL

Your Ref/Eich Cyf
Our Ref/Ein Cyf
Date/Dyddiad
Ask for/Gofynner am
Direct Dial/Rhif Union
Email/Ebost

RR/LB
30 May 2022
Richard Roberts
01352 702466
richard.roberts
@aura.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2022/23

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2022/23 budget for the match-funding of improvement works to children's play areas.

Flintshire County Council and Aura wish to continue working in partnership with Town & Community Councils on a match-funding basis (£ for £) and seek expressions of interest for the 2022/23 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance. The 2022/23 match-funding scheme is, therefore, aligned to the following principles:

- Only sites identified as requiring an upgrade and investment will be considered to meet the match-funding criteria.
- Prior to 2021/22, a maximum contribution of £10,000 per scheme had been applied. However, as with last year, expressions of interest in excess of £10,000 will continue to be considered for the 2022/23 match-funding scheme. Please note that such requests will be assessed on a case-by-case basis and must align to the County Council's investment strategy.

The County Council seeks support for and engagement with the match-funding scheme from all Town & Community Councils. Once this support is established, the County Council will recognise the additional play investment needs of towns and villages through the appropriate allocation of capital funding.

Working in partnership with...
Gweithio mewn partneriaeth gyda...



Mae Aura Leisure and Libraries Limited wedi'i gofrestru dan Deddf Cymdeithasau Cydweithredol a Budd Cymunedol 2014 (Rhif cofrestru 7610).

Aura Leisure and Libraries Limited is registered under the Cooperative and Community Benefit Societies Act 2014 (Registration No. 7610).

Aura Leisure and Libraries, Deeside Leisure Centre, Chester Road West, Queensferry, Deeside, Flintshire, CH5 1SA
www.aura.wales

Aura Hamdden a Llyfrgelloedd, Canolfan Hamdden Glannau Dyfrdwy, Gorllewin Ffordd Caer, Queensferry, Glannau Dyfrdwy, Sir y Fflint, CH5 1SA
www.aura.cymru

To assist your members' match-funding decision, Aura's Play Design service has identified the following play area within your community as being most in need of investment:

- **Brookes Avenue Play Area**

In order that we have an agreed programme in place, I would be grateful if you can confirm your expression of interest to Richard Roberts, Aura's Play Design Officer, by 31 July 2022. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that Aura and the County Council cannot guarantee that all expressions of interest will be approved.

The 2022/23 match-funding scheme is being managed and delivered by Aura Leisure & Libraries Ltd in partnership with the County Council. Should you require any further information, please do not hesitate to contact Richard Roberts on 01352 702466 or via richard.roberts@aura.wales.

Thank you for your continued support of children's play.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P Jones', followed by a long, wavy horizontal line.

Paul Jones
Business Improvement & Performance Manager (Aura)

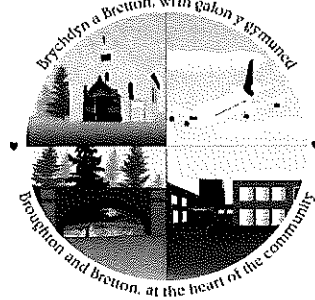
BROUGHTON AND BRETTON Community Council
Accounts for Payment
Jun-22

Ref:	Voucher No:	Payee:	Amount
BACS	BB/22/01	Rialtas - year end close down	£ 446.40
BACS	BB/22/02	BHIB - Annual insurance	£ 1,364.90
BACS	BB/22/03	Litter picker - Salaries June	£ 1,164.17
BACS	BB/22/04	HMRC - Salaries June	£ 208.90
BACS	BB/22/05	Clwyd Pension Fund - Salaries June	£ 377.06
BACS	BB/22/06	JDH Business Servies Ltd	£ 351.00
BACS	BB/22/07	Hawarden CC SLA for June	£ 6,634.92
		TOTAL	£ 10,547.35

Chairman:

Chair of Finance:

Item 19
(i)

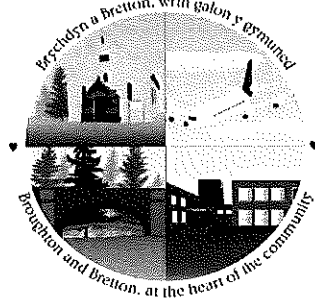


BROUGHTON AND BRETTON COMMUNITY COUNCIL

2022-23

POLICY FOR DEALING WITH INCOME

- Invoices should be raised by Administrative Staff.
- Cash received must be receipted using Council's official receipt book.
(Cheques received need not be receipted)
- Cash and Cheques should be paid into Bank Premier Interest Account on day received, or as soon as is practicable.
- Bank paying-in book should record receipt No., in case of cash, name of person/organisation from which received, reason for payment and amount.
- Receipt of payment should be recorded by Clerk & Financial Officer.
- BACS payments should be reconciled with RBS financial accounting system and bank reconciliations.



ITGM 19
(ii)

BROUGHTON AND BRETTON COMMUNITY COUNCIL **ANNUAL INVESTMENT STRATEGY 2022-23**

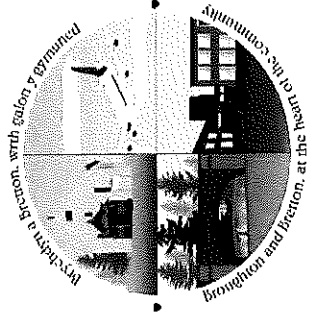
- This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the The Senedd.
- All cash, bank balances, financial assets, borrowings and credit arrangements (if any) are defined as part of the Council's treasury management activities.
- This Annual Investment Strategy concentrates on the Council's temporarily surplus resources and the investment it undertakes of these resources.
- The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield. In drafting this Annual Investment Strategy, the Council has made appropriate arrangements for:-
 - (i) identification, management and control of risks in the investments/treasury management activities it undertakes (see Financial Risk Management Policy);
 - (ii) budgeting, accounting and auditing arrangements;
 - (iii) its cash and cash flow management requirements (see cash flow);
 - (iv) segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible Officer for investment/treasury management activities.

The Council will undertake the following categories of investment for the financial year 2022-23:-

- Deposits in interest earning bank accounts at 30-days notice.

- Deposits in Fixed Rate Interest bank accounts with a maturity of no more than one year

If any new investment instruments are proposed during the financial year 2022/23 it will first need to be approved by the Council.



BROUGHTON AND BRETTON COMMUNITY COUNCIL

FINANCIAL RISK ASSESSMENT 2022-23

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Loss or damage to physical assets (excluding footway lighting columns and play equipment)	Unable to use assets. Expense of replacing assets	H	M	Adequate Insurance Cover Up to date Asset Register Council Office and Depot are fitted with Alarm System Regular Maintenance Arrangements
Damage to third party property or individuals	Risk of legal action arising from injury or damage to third party property	H	M	Public Liability Insurance Regular maintenance of Physical assets Adherence to safe working practices
Loss of cash through theft or dishonesty	Council unable to provide services and meet its expenses Damage to reputation of Council	H	L	Fidelity Guarantee Insurance Internal controls to prevent and detect fraud Budgetary controls Regular reconciliation of bank statements to financial records

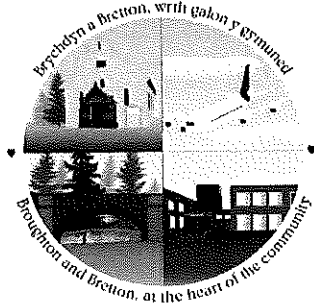
ITEM 19 (iii)

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Provision of services through a partnership agreement	Works not being carried out in accordance with agreement	L	L	Bi-annual review meetings Monthly re-charge invoices would highlight any spend irregularities
Ad hoc provision of facilities/amenities for Events	Litigation by third party	H	M	Organisers of Car Boot Sales are required to provide proof of insurance cover Funfair Organiser is required to provide proof of Insurance Cover and valid Safety Certificates for each ride
Complaint that Contract is not fairly awarded	Investigation by External Auditor leading to increased fees, public interest report	H	L	Standing Orders and financial regulations in place dealing with awarding of contracts
Incurring 'ultra vires' expenditure	Local elector challenge, District Audit investigation/Public Interest Report	H	L	Recording in the Minutes the powers under which non-routine and Section 137 expenditure is approved

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Inadequate precept	Council unable to provide all its intended services and programmes. Council run out of funds	H	L	Establish budget and monitor throughout year
Poor management of funds	Bank charges Loss of Interest	L	L	Budgetary control Regular bank reconciliation
Requirements for vat not being met	Entitlement to reclaim vat for a period being lost	L	L	Regular quarterly returns being submitted
Requirements under employment law and Inland Revenue regulations not being met	Liability for unpaid tax Inland Revenue fines Legal action by an employee	H	L	Regular returns to Inland Revenue on monthly and annual basis Staff contracts in place

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Keeping proper financial records	Council runs out of money Dishonesty by staff	H	L	Regular updating of receipts and payment ledger Regular bank reconciliation Sound Expenditure and Income policies in place Appointment of Internal Auditor
Proper, timely and accurate reporting of Council business in the Minutes	Unrecorded authorisation of action/expenditure. Challenge by local elector. Investigation by external Auditor. Public Interest report	H	L	Prompt and accurate recording of the Minutes. Minutes submitted to next Meeting for receipt and approval
Damage to footway lighting columns	Cost of replacement of column Lack of service to public	M	L	Most damage is caused by third party vehicles from whom reimbursement is claimed
Damage to Play Equipment	Replacement cost of equipment Reduced range of equipment for users	M	L	Most damage is low-level vandalism, which would fall below an excess figure
Supplier Fraud (procurement) including the adequacy of supplier onboarding controls.	Evidence of risk has increased Could potential pay a fraudulent supplier	H	M	Robust policies and procedures need to be in place including: <ul style="list-style-type: none"> • Staff training • Rigorous change of

<p><i>Internal Audit recommendation (May 2021)</i></p>				<p>supplier details</p> <ul style="list-style-type: none"> • Period review of supplier accounts • Checking address and financial health details with Companies House (particularly new suppliers) • Sample checks of online payments • Adequacy of insurance cover
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Item 19
(iv)

Broughton and Bretton Community Council Internal Financial Controls 2022-23

General

1. This policy should be read in conjunction with the Council's Financial Regulations and Standing Orders.
2. A scheme for the delegation of powers to the Clerk and Financial Officer to authorise expenditure and make payments is set out below.

Budgetary and Legal Powers for Expenditure

3. Expenditure should only be incurred if there are the necessary powers to undertake the work and there is appropriate and adequate provision within the approved budget. *[subject to Financial Regulation no. 4.1]*
4. Prior to the payment of any invoice / account, the Clerk will ensure that there is appropriate documentation to justify the payment by way of Council authorisation or an approved invoice.
5. At each of its normal meetings, the Council is asked to approve a List of Payments, some of which might already have been processed for payment since the previous meeting.

Process for Payments

6. The Council currently has three Councillors as authorised signatories for cheque payments; cheque stubs also require initialling. The Council authorises the Chair of the Council and the Chair of the Finance Committee (which will change on an annual basis) together with the Clerk and Financial Officer to approve on-line payments and purchases. A list of Authorised Payees will be drawn up as more accounts are settled on-line; a separate pro forma has been designed (copy attached) which will require signature upon the addition of any new payees).
7. Salary payments to staff are made by way of bank transfer payment arranged by the Clerk and Financial Officer and subsequently approved by two members (authorised signatories, or the Chair of the Council and the Chair of the Finance Committee).

8. Direct debit payments for services provided to the Council are authorised / arranged by the Clerk and Financial Officer subject to there being appropriate and adequate provision within the approved budget.
9. Details of direct debit payments made are reported to the Council on a monthly basis and shown in the List of Payments. A Council resolution will be sought for any new Direct Debits to be set up.
10. Business Debit Cards have been issued to the Clerk and Financial Officer, Senior Maintenance Officer and the Administrative Assistant; in the case of the latter two the debit cards are for use in the absence of, or on behalf of, the Clerk and Financial Officer and all payments will be authorised by the Clerk and Financial Officer prior to use. All Debit Card payments are subject to a maximum transaction value of £500. *[subject to Financial Regulation no. 4.1]*

Records of Income and Expenditure

11. Invoices are filed in transaction number order.
12. Expenditure is recorded via the monthly List of Payments and within the accounts RBS software system. All expenditure is recorded within the appropriate expenditure headings and a monthly bank reconciliation is prepared and presented to Members.
13. VAT is recorded separately within the accounts RBS software and reclaimed on a quarterly basis.
14. Income (cash or cheques) received by the Council is recorded on the accounts RBS software and within the appropriate income heading; receipts are provided for all cash income receipts.
15. Income payments made directly into the Council's bank by way of BACS or bank transfer are entered onto the accounts RBS software, within the appropriate income heading and reconciled against the monthly bank statements.
16. The Clerk and Financial Officer and the Administrative Assistant can receive income, issue receipts and present to the bank (in accordance with the Council's Income Policy).

Petty Cash

17. Petty cash is drawn from the Council's bank account to cover miscellaneous and smaller amounts of expenditure for which receipts are obtained. This is drawn usually in amounts of £150 and is recorded within the RBS software accounts. There is also a separate excel spreadsheet recording petty cash transactions. (Due to online payments, petty cash is less utilised).

Security

18. A number of passwords are required to access internet banking. The Clerk and Financial Officer is the only officer authorised to have access to this information with any paper copies of authorisation to be destroyed. The Senior Maintenance Officer and Administrative Assistant have their own pin numbers for the Debit Cards. Pin numbers are not to be shared.

Reporting to Council

19. Regular reports will be made to the Council detailing the progress of income and expenditure against the budget and projections, including monthly bank / cash reconciliations against the bank statements.

Scheme of Delegation

20. Authority is given to the Clerk and Financial Officer to authorise works for any of the services of the Community council, subject to there being the appropriate budgetary provision, and to make the appropriate payment in accordance with these internal financial controls.
21. Any expenditure that is required which results in the approved budget being exceeded should only be authorised with the express approval of the Council or in the event of urgency with the approval of the Chair of the Council and the Chair of the Finance Committee and in accordance with Financial Regulation No 4.1.