



BROUGHTON AND BRETTON COMMUNITY COUNCIL

TUESDAY 18TH APRIL 2023

EXTERNAL AUDIT OF THE COUNCIL'S ACCOUNTS

1. PURPOSE OF REPORT:

To note the date for the external audit of the Council's accounts for the year ending 31st March 2023 and the preparation required.

2. PROCESS:

The following process will need to be followed to ensure that the Annual Return, additional Governance assertions and supporting information are submitted to the external auditor, Wales Audit Office. A date has not yet been supplied by Wales Audit Office due to backlog and staffing issues. The usual date is **by 1st July [2023]**:

- The financial software 'end of year' will be completed by RBS (software provider) on **15th May 2023**. RBS will prepare the annual accounts which will include:
 - Completing the year end closedown
 - Preparing the Annual Return
 - Preparation of supporting accounting information
 - Creation of the new financial year on the software
 - Assist in the preparation of the variances analysis, if required

- The second stage of the internal audit will be completed by the Internal Auditors, JDH, after the **15th May, 2023** (exact date tbc) and will address all transactions up to the end of March 2023 (including any accruals and debits in April 2023);
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **31st May 2023**;
- Approval of final accounts by the Council will be at its meeting on **12th June 2023** together with the report of the Internal Auditor, draft Annual Return, additional Governance assertions and supporting information; and
- Delivery of paperwork to the external auditor will be confirmed together with the notice for the exercise of electors' rights under the 2004 Act.

3. FUTURE AUDIT ARRANGEMENTS:

Members will recall that the Clerk and Financial Officer has previously advised that the External Auditor will produce a three-year cycle of audits commencing this year. In one of these years a full, detailed and comprehensive review of transactions will take place with a lighter audit in the remaining two years. Broughton and Bretton Community Council had been listed for its detailed audit on year 1 therefore 2022 and the results are still awaited.

4. RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

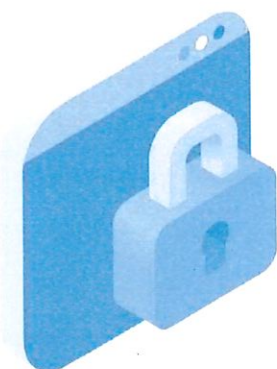
The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the UK GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

Item 9(n)

Broughton and Bretton Community Council
Planning Committee – 18 April 2023

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	ADV/000239/23 Ward: Broughton North East	Halo illuminated Sign	Unit A01, Manor Lane, Hawarden Industrial Park, Hawarden	J Perkins
2.	DET/000294/23 Ward: Broughton North East	Application for Approval of Details Reserved by Condition 3, Ref: FUL/000107/23 (Erection of an outbuilding to serve as a dog grooming parlour)	5, Brook Lane, Hawarden	J Perkins

Broughton and Bretton Community Council
Planning Committee – 18th April 2023

Item 9(12)

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	FUL/000065/23 Ward: Broughton South	Two storey extension to the front of the property & single storey extension to the rear	Treetops, Old Warren, Broughton	Approved Delegated Officer 30.03.23
2.	FUL/000798/22 Ward: Broughton North East	Construction and operation of an augmented car park lighting scheme to Airbus' Main Car Park.	BRITISH AEROSPACE AIRBUS LTD, Chester Road, Broughton	Approved Delegated Officer 15.03.23
3.	FUL/000803/22 Ward: Broughton North East	Installation of a washwater pumphouse kiosk	Bretton Water Treatment Works, Lesters Lane, Bretton	Approved Delegated Officer 21.03.23



BROUGHTON AND BRETTON COMMUNITY COUNCIL
CYNGOR CYMUNED BRYCHDYN A BRETTON

PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA

Name of Councillor(S)	Chrissy Gee
Title of Report	Additional entrance to Country Park from Whitley Drive
Purpose of Report	To vote for the additional entrance to the Country Park
Background to this request	<p>This entrance has been requested by many residents of the village, which is backed up partly by two petitions. The Country Park was established over 30 years ago. At this time Broughton Retail Park, Parc Jasmin and Blue Stone Meadows housing estates had not been built, I'm sure if they were the additional entrance would already be there.</p> <p>An additional entrance will enable all the residents to access the park and enjoy the many health and social benefits, that this beautiful park offers.</p> <p>Workers from the retail park can enjoy their lunchbreak there. Busy working residents can have quick access to the park after a long day.</p> <p>Children can enjoy the educational and health benefits.</p> <p>The park has so much to offer all the residents, cherry trees, plum trees, raspberry bushes. buzzards, ducks, coots, many bird species, dragon flies to name just a few of the wonderful things you can see daily.</p>
Financial Implications	Minimal. Just two posts/gate if required. Belway homes Managing Director has offered to open the fence that they own.

Environmental Implications	<p>Amanda Davis Ecologist FCC has checked through the plans and neither the GCN mitigation corridor nor the landscape plans specifically reference permanent amphibian fencing. NRW agree that they would have no issue with creation of an access into the green space. There are no Environmental implications as the fence is on the border of the park and no trees or bushes will need to be removed.</p> <p>Agreed with Officers the new opening will not need to be included in any Management Plans as the entrance will not affect any part of the park.</p>
Decision sought by Council	To agree to an entrance to the Country Park from Whitley Drive
Advantages of this proposal	<p>Open a green space to all the community, and visitors to the area. PCSO said that opening of spaces cuts down on anti-social behaviour as more foot fall.</p> <p>Great source of education for the children to learn about the biodiversity of the park.</p> <p>Someone's wellbeing is influenced by their health, finances and other individual factors. But research shows that it also depends on aspects of the environment in which they live. Well-managed open spaces (parks or fields), and having a sense of belonging within their community, improve people's wellbeing.</p>
Disadvantages of this proposal	None
Equality implications	<p>Opening the park will bring all the community together. Everyone has the basic human right to enjoy open spaces and have equal access to these areas.</p>
Climate Change/Biodiversity impact	<p>We will be in line with section 5:</p> <p>Biodiversity Legislative and Policy Context</p> <p>In Wales and Flintshire, we now have a raft of legislation and policy enabling and guiding local authority action. The key documents related to biodiversity are outlined below: Flintshire County Council:</p>

	5. 'Well-being Plan for Flintshire 2017-2023' reports that those living, working and visiting Flintshire have said that: 'they place a high value on the natural environment and want to use it more for their own well-being'.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Mrs Sharron Jones
Hawarden Community Council
113 The Highway
Hawarden
Deeside
CH5 3DL

Via Email: mail@hawardencommunitycouncil.gov.uk

Your Ref/Eich Cyf	
Our Ref/Elin Cyf	RR/LB
Date/Dyddiad	3 April 2023
Ask for/Gofynner am	Richard Roberts
Direct Dial/Rhif Union	01352 702466
Email/Ebost	richard.roberts@aura.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2023/24

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2023/24 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 2023/24 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 2023/24 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 2023/24 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

Please advise Aura's Play Design service which play area you have identified in your community as being most in need of investment.

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 May 2023. 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 2023/24 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 be 'P. Jones', with a long, wavy horizontal line extending to the right.

Paul Jones
Business Improvement & Performance Manager (Aura)

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Apr-23

Ref:	Voucher No:	Payee:	Amount
BACS	BB/22/115	Arthur J. Gallagher-vehicle ins. KK 18 TZW	£ 790.04
BACS	BB/22/116	B'ton War Mem. Inst. - small grant	£ 500.00
BACS	BB/22/117	Brookes Ave. Comm. Centre - small grant	£ 400.00
BACS	BB/22/118	William Hall & Co - B'ton Allotments rent	£ 500.00
BACS	BB/22/119	Walker Fire - fire extinguisher - KK 18 TZW	£ 205.82
6335(FG)	BB/22/120	Ewloe PO - Agendas March	£ 21.10
DD	BB/22/121	SSE - unmetered supplies February	£ 663.45
BACS	BB/22/122	FCC - CCTV cameras 53/54	£ 3,590.91
BACS	BB/22/123	Play & Leisure - basket swing-Brookes Ave	£ 6,659.26
BACS	BB/22/124	Total ID - council ID badges + lanyards	£ 196.50
BACS	BB/22/125	Litter collector - Salaries April	£ 1,303.08
BACS	BB/22/126	Clwyd Pension Fund - Salaries April	£ 452.04
BACS	BB/22/127	HMRC - Salaries April	£ 241.64
		TOTAL	£ 15,523.84

Chairman:

Chair of Finance: