

Ogmore Valley Community Council

Cyngor Cymuned Cwm Ogwr



Full Council Meeting

Cyfarfod Llawn y Cyngor

Tuesday 31 May 2022, 6.30 pm at Zoom

Dydd Mawrth 31 May 2022, 6.30 pm yng Zoom

MINUTES

In Attendance

Cllr Dhanisha Patel (Chair)

Cllr David Newman (Vice Chair)

Cllr Margaret Lloyd

Cllr Hywel Williams

Cllr Andrew McKay

Cllr Angela Jones

Scott Allin – Clerk

Ashleigh Davies – Warden

*Scott Hancock – Manager Halo Centre (attended for item 14
between 7.40pm and 8pm)*

The Annual Meeting started at 6.30pm and the Full Council at 7.10pm

1 Apologies for Absence

Apologies notified from the following:-

Cllr Rhys Goode – leave commitments

Resolved: members unanimously accepted the apologies for absence.

2 PCSO James Rowlands

The PCSO sent apologies but sent through the crime statistics for the period to April 2022 which are outlined below.

| Crime Statistics for: | Apr-22 | | | | |
|--------------------------------|---------|--------|-----------|-------|---------|
| | Nanty'I | Ogmore | Blackmill | Total | Evans'n |
| | | Vale | | | |
| Dwelling burglary | 0 | 2 | 0 | 2 | 0 |
| Burglary other | 0 | 0 | 0 | 0 | 0 |
| Theft of vehicle | 0 | 0 | 0 | 0 | 0 |
| Theft from vehicle | 0 | 1 | 0 | 1 | 0 |
| All other theft | 2 | 0 | 0 | 2 | 4 |
| Damage | 0 | 0 | 0 | 0 | 4 |
| Violence against The person | 9 | 7 | 4 | 20 | 6 |
| All crime total | 11 | 10 | 4 | 25 | 14 |
| ASB total | 2 | 4 | 2 | 8 | 2 |
| Drink Driving | 0 | 0 | 0 | 0 | 0 |

There was a request for more information on Road Traffic Accidents in the Valley in order to evidence where the blackspots were.

Resolved – Clerk to request further information on Road Traffic Accidents from PCSO.

3 Public Address (an opportunity for members of the public to bring any issues to the attention of the council) TEN MINUTES SESSION ONLY

No members of the public were present.

4 Warden's report

The Warden noted the following:-

- BCBC requested to repair the raised Wildflower Planter at the picnic area at the Washeries. BCBC to look at it when the flowers have been cut close to Autumn/Winter.
- Attended a meeting with Bridgend Green Network encouraging young volunteers to get into volunteering. Warden attending a further workshop at the Pencoed campus of Bridgend College on the 10/11 June.

- Attended a few talks for knowledge on Invasive species and to meet new people/contacts.
- With the help of BCBC started a 'Balsam Bash' at the Washeries Site which will continue until the end of June before the plant starts to produce seeds.
- OV Priide had a formal AGM this month and volunteers applied weedkiller to brambles next to the OV Fire station.
- Feedback received from Tanio Cymru Art days in March 2022 and Council to decide whether it is something to run again in the summer holidays. **Action - Clerk to send feedback to Councillors and put on the agenda for the next Council meeting.**
- Reviewing the possibility of 'Green Flag Award' for the Washeries site.
- BCBC requested to put warning signs regarding Adders in the Washeries car park.
- BCBC also requested to put warning signs for Japanese Knotweed in Washeries car park.
- Started mapping out each Ward for benches, bins and dog bins-dispensers. Lewistown has been completed with the help of Cllr McKay and the residents of Lewistown.
- Cllr Lloyd and Warden visited B-leaf in Bryngarw Park to get some flowers for the Ogmores Vale Ward. There is £75 per ward available for each ward and the February 2022 Council meeting '*agreed that the new Warden would take the lead on spending the allocation next year.*' The Warden would report back to Council on progress on flowers etc. The Warden would also visit other suppliers.
- The Warden requested suggestions for planting the remaining two fruit trees for Blackmill and Evanstown.

It was noted that volunteers were required to look after tasks such as watering planters.

5 Declarations of Interest in accordance with the Council's Code of Conduct & Section 106 of the Local Government Finance Act 1992

There were no declarations of interest. The Clerk noted that he would be sending a new request to all councillors to update the Council's Register of Interests.

6 Update on Councillors

The results of uncontested elections for Ogmores Valley are the appointment of:-

- Cllr Angela Jones and Cllr Rhys Goode in Nantymoel,
- Cllr Dhanisha Patel, Cllr Margaret Lloyd and Cllr David Newman in Ogmores Vale,
- Cllr Hywel Williams and Cllr Andrew McKay in Blackmill,
- no-one in Evanstown.

The remaining vacancies are as follows and are back with the Community Council for co-option:

- Evanstown – 3
- Nant-y-moel – 2
- Blackmill – 1
- Ogmore Vale – 2

Resolved – Clerk to liaise with BCBC regarding co-option of new Councillors

ITEMS FOR DISCUSSION AND/OR APPROVAL

**7 Approval of Minutes and Recommendations
(a) Draft Full Council 28 February 2022**

Resolved to Approve the Minutes of the Full Council meeting.

8 Matters Arising from previous meetings:-

Council Meeting

- ***Working Group – Benches and Bins in Valley***

Warden has started mapping work and will liaise with Councillors as appropriate.

- ***Draft guidelines for use of donations and grants***

Clerk will draft paper to be discussed at Finance and General Committee

- ***deposit Council's reserves in other financial institutions***

Clerk will draft paper to be discussed at Finance and General Committee

- ***Toolstation account***

Now in place.

9 Finances – 2022/23

(a) formal approval of payments March, April and May 2022

Resolved to approve the Schedule of Payments as attached as appendix 1

(b) formal approval of the bank reconciliation April 2022

Resolved to approve the bank reconciliation from April 2022 as revised circulation.

(c) expenditure against the budget end of April 2022

Resolved to approve the expenditure versus budget report to end of April 2022.

**10 To approve Annual Return – 2021/22
(i) Annual Return**

It was noted that the Internal Auditors had checked the Annual Return and were content with its accuracy.

Resolved to approve the Annual Return 2021/22.

(ii) Explanation of Variances

Resolved to approve the Explanation of Variance as outlined in appendix 2

(iii) Bank Reconciliation – 31 March 2022

Resolved to approve the year end bank reconciliation

(iv) Internal Audit report

The overall conclusions of the Internal Audit report noted *that, on the basis of the work undertaken to date in the current year, the **Council is operating adequate internal controls**, and that there is clear evidence of significant performance improvements having been made throughout the financial year. We commend the Clerk, previous RFO and Members for effecting these improvements, however, there are a number of areas which still require some fine-tuning. We have therefore made six recommendations for improvement as a result of the Internal Audit review process in the 2021-22 financial year. These recommendations are detailed in the main body of this report and in the appended Action Plan. We thank the Clerk and the previous RFO for their assistance in undertaking this review, noting their timely responses to our information requests and **take the opportunity to note the strenuous efforts they have taken to improve the administrative function of the Council. We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.***

It was noted that the outgoing RFO and Clerk had got the Council onto a sound financial footing and should be thanked.

Resolved – To note that the Internal Audit report has been formally reviewed and a draft response agreed.

(v) Draft Response to Internal Audit Report

The draft response was agreed but with the inclusion of a new control so that all authorised payments received by each Council meeting would be supplemented with the actual original invoice.

Resolved – To approve the revised Internal Audit Response as outlined in appendix 3.

11 Windfarm Applications

It was agreed to add a request for *‘Applicants that have received previous allocations from Pennant Walters should include a description of the schemes and the outcomes from previous spend.’* However, it was not thought appropriate to add *‘Other things remaining equal, applicants that have not received previous funding will be a priority for support.’*

Resolved – The Windfarm Application Guidelines were approved with the above changes.

12 Ogmore Valley Awards

It was noted that the nominations would be discussed at a separate Policy and Strategy Meeting with the aim to get an award announced prior to the Craft Fair at the Halo Centre on 31 July 2022.

13 To consider applications for donations and grants (i) Evanstown Jubilee Party – Sam Whitley

It was noted that Sam Whitley had requested a donation of £250 to provide a buffet for around 120 residents of Adare Street in Evanstown. It was noted that the Council would pay an organisation or reimburse a supplier or with appropriate receipts but would not directly fund an individual.

Resolved - To approve a £250 donation to the residents of Adare Street Evanstown for a Jubilee Party buffet. The donation would be paid on evidence of an invoice or receipts.

(ii) Air Ambulance

It was noted that following a further request, the Air Ambulance had attended the following incidents in the postcode CF32 area:-

- 11 incidents were attended by air ambulance;
- 25 by our rapid response vehicles;
- 70% were for trauma (e.g. road accidents);
- 30% for medical reasons (e.g. cardiac arrests).

Resolved – To approve a £100 donation for the Air Ambulance.

14 Active for Life – Halo Sports

It was noted that a donation of £4,500 by the Community Council would cover the direct staff costs of each option as well as providing a contribution to overheads. Scott Hancock noted that there were around 30 children on the course and while there was excess demand it was relatively small at around 4 or 5 on a waiting list. The current size of the course allowed a good quality experience for children as it was a manageable number. It was noted that other local Community Councils provided similar amounts to other Halo sites to provide similar courses.

The Council preferred Halo option 1 which involved 9 weeks in total and based on 2 staff with the potential for 1,350 children to take part.

Resolved – To approve a donation of £4,500 to Halo for the 9 week course.

ITEMS FOR CONSIDERATION AND UPDATE

15 To receive a Report from the Clerk

The Clerk noted that the RFO/Assistant Clerk left at the beginning of April and he has been doing both jobs for this period but he would organise a Personnel Committee meeting to interview replacements.

There is a draft application in with BCBC regarding a community survey on the uses of Evanstown CC. When BCBC reply a meeting of the CAT team will be organised.

The Aberfields CAT project continues with a meeting with Halo at the site on 9 June 2022 to examine a possible partnership.

16 To receive Reports from Members of the Council

It was noted that OV Priide had a Queens Jubilee Coffee Morning on 31 May 2022 to raise funds.

Cllr Margaret Lloyd noted that she had attended the Suicide Awareness course recently which was very useful.

Cllr Angela Jones noted some anti-social behaviour in Nantymoel regarding grass areas where bottles full of a petrol like substance were being set alight. The Police has been informed.

17 To consider any Planning Applications and issues

No issues to discuss.

**18 To confirm the date, time and venue of forthcoming meetings:
- Full Council Tuesday 28 June 2022, 6.30 pm via Zoom or Face to Face**

Confirmed the date of 28 June 2022 as Full Council Meeting to be held at BYCC.

The meeting closed at 9.20pm

.....
Signature of the Chairperson, Cllr Dhanisha Patel

.....
Date

Scott Allin -
Clerk of the Council
Scottallin495@gmail.com

Appendix 1

PAYMENTS – MARCH, APRIL AND MAY 2022

MARCH 2022

| Business | Description | Ref | Amount |
|-----------------|------------------------------------|------------|---------------|
| HALO | Ogmore Vale Life Centre Playscheme | OGM004 | £4,500.00 |
| Margaret Lloyd | Councillor Allowance | CLLR04 | £149.20 |
| Andrew Davies | Councillor Allowance | CLLR05 | £150.00 |
| Scott Allin | Clerk Salary | 10322 | £1,067.64 |
| | RFO Salary | 20322 | £423.93 |

| | | | |
|-----------------|--------------------------------------|-------------------|---------|
| Laura Williams | | | |
| Ashleigh Davies | Warden Salary | 30322 | £445.28 |
| HMRC | Tax 0322 | 615PB001450912212 | £600.05 |
| Scott Allin | Home as Office | 1HAOQTR4 | £54.00 |
| Laura Williams | Home as Office | 2HAOQTR4 | £27.00 |
| SSE | Christmas Lights electricity Charges | 813394841 | £947.82 |

The above payments have been authorised by council members to be paid on behalf of the Ogmore Valley Community Council.

Signature: Date:

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APRIL 2022

| Business | Description | Ref | Amount |
|-----------------|--------------------|----------------------|---------------|
| Scott Allin | Clerk Salary | 10422 | £986.04 |
| Laura Williams | RFO Salary | 20422 | £110.59 |
| Ashleigh Davies | Warden Salary | 30422 | £810.87 |
| HMRC | Tax 0422 | 615PB00145091 - 2301 | £486.80 |
| Scott Allin | Expenses | EXP01 | £166.97 |
| Ashleigh Davies | Expenses | EXP02 | £114.75 |

| | | | |
|-------------|------------------|------|---------|
| Robert Cole | Payroll services | 8900 | £246.00 |
|-------------|------------------|------|---------|

The above payments have been authorised by council members to be paid on behalf of the Ogmore Valley Community Council.

Signature: Date:
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MAY 2022

| Business | Description | Ref | Amount |
|--------------------|--------------------|-------------------------|---------------|
| Scott Allin | Clerk Salary | 10522 | £1,024.17 |
| Ashleigh Davies | Warden Salary | 30522 | £844.29 |
| HMRC | Tax 0422 | 615PB00145091 - 2302 | £498.30 |
| Scott Allin | Expenses | EXP03 | £80.70 |
| Ashleigh Davies | Expenses | EXP04 | £84.55 |
| Toolstation Ltd | Weeding equipment | CSD16948611 | £37.92 |

The above payments have been authorised by council members to be paid on behalf of the Ogmore Valley Community Council.

Signature: Date:
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Explanation of Variances in Accounting Statements 2022.

1. Income from local taxation

This totaled £92,573 and was an adverse variance of 1% compared to the previous year. The Council considered its underspend in the previous year and voted to maintain the annual cost for average band D property of £36.01. The base rate number of houses decreased slightly for the financial year ending in 2022 which is why there's a decrease of £1,043 in the precept.

2. Total other receipts;

This totaled £14,380 and there was a positive variance of 26% compared to the previous year. The receipts in 2021/22 are mainly due to a reclaim of Windfarm amounting to £9,526, a slightly lower VAT reclaim of £4,739 for 2022, a HMRC refund of £106 and interest accrued on accounts of £9.

3. Staff costs;

This totaled £27,210 and there was an adverse variance of 44% compared to the previous year. Staff costs have increased by £7,313 as a results of the full year impact of a permanent Clerk as well as the employment of a Community Council Warden in September 2021.

4. Loan Interest/capital repayments;

No variance. There are no loans held by Ogmores Valley Community Council.

5. Total other payments;

This totaled £44,739 and there was a positive variance of 3% due to a small underspend in community projects such as Christmas lighting £1,455.

6. Balances carried forward;

This totaled £161,195 and there was a positive variance of 28%. This is due to an underspend against most of the budgets (staffing £4,328 positive, admin £1,460 positive, councillors' allowances and training £2,763 positive, community group donations £1,510 positive and community services £1,455 positive). There was also a grant held of £9,526 that was yet to be spent relating to the Windfarm and general

reserves which includes those for repairs to the Blackmill YCC and for community projects such as community asset transfers.

7. Debtors;

There is a negative variance of 28%. Both years, the single debtor is the HMRC VAT reclaim for the financial year. FYE 2022 is lower due to decreased spending.

8. Total cash and investments;

This totaled £165,002 and is a positive variance of 37%. This is due to underspend in budgets by the Council as well as budget set aside in reserves for potential community asset transfers in.

9. Creditors;

This totaled £8,546 due to a number of payments waiting to be made at the year-end compared to the previous year. This year there are outstanding payments of £4,500 for the Halo playscheme, £299 of Councillors' allowances, £81 of home as office payments, £948 electricity bill and £3,665 of salaries, pension and HMRC payments.

10. Total fixed assets;

There is a positive variance of 3% or £2,880 as the Community Council bought a container for the storage of future equipment and use by the warden.

11. Total borrowing;

No variance.

12. Trust funds disclosure note

Ogmore Valley Community Council does not act as a trustee for any funds or assets.

Responses to Ogmore Valley CC FY2021-22 Internal Audit Recommendations

Review of Accounting Records & Bank Account Management

Recommendation 1 - The Town Clerk/RFO and Members should consider the acquisition of a fully functional accounting package, such as Rialtas Business Systems Alpha platform, for its current and future financial management and recording needs, including regular financial reporting.

Council Response

The Council reviewed Rialtas and decided that the current spreadsheet cash book is sufficient for the Council's current needs. However, a new RFO will be appointed in Summer 2022 and this decision will be reviewed again.

Review of Expenditure

R2 The Clerk should consider acquiring an invoice certification stamp (as above). The stamp should be applied to each payment document, and the required authorisation information entered into the relevant field for each payment document.

Council Response

The Council considered this recommendation and decided that the current system whereby all payments are authorised at each Council meeting and that Council members can request any back-up evidence is sufficient when strengthened by the fact that the Chair is sent all supporting invoices for checking prior to making the actual payments and often requests further information. It was agreed that a new control would be introduced and that each Council meeting at which payments are authorised would be supplemented by the inclusion of all the supporting invoices.

Finally, a Finance Committee meeting each year does a sample check of invoices as outlined in the extract from 8 February 2022 minutes:-

16 *Review of Payments and Accounts*

Councillors reviewed the cash book and associated invoices and randomly checked the following entries in the cash book to ensure that they were supported by legitimate invoices:-

- ***June 21 – Payment of £2,880 to A&W Agricultural Services for a container;***
- ***July 21 – Payment of £133.06 to NEST for pensions;***
- ***September 21 – Payment of £1,626 to J Hurley for Nature and QR Boards;***
- ***September 21 – Payment of £1,304 to OVW for membership.***

Review of Budgetary Control & Reserves

R3 The Clerk should ensure that the full value of the Precept being levied is recorded in the Minutes of the Full Community Council, in addition to the 'Band D' charge.

Council Response

Agreed

Review of the Fixed Asset Register

R4 The Clerk should ensure that a Spreadsheet Fixed Asset Register is developed for the Council's Fixed Asset Register requirements. A sample spreadsheet has been provided as an attachment to this report, for the Clerk's information.

Council Response

Agreed – a new spreadsheet will be designed for year ending 2022/23

Review of Investments and Loans

R5 The Clerk and Members should accelerate the development and adoption of the proposed Treasury Management Policy to ensure that, as far as it is practicably possible to do so, the Council's reserves remain protected.

Council Response

Agreed – the next Finance Committee meeting will discuss a draft Treasury Management Policy.

R6 The Clerk and Members should consider investigating investment opportunities, both to mitigate the risk of having all its funds held on deposit with the Co-operative Bank and to maximise the return on its funds on behalf of its constituents.

Council Response

Agreed – the next Finance Committee meeting will discuss a draft Treasury Management Policy.