

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
26 SEPTEMBER 2018**

ANNUAL RETURN AND GOVERNANCE STATEMENT 2016/17

Report of the Clerk to the Council

Purpose of Report

To seek approval to the above and its submission to the Wales Audit Office (WAO).

Background

The Council approved the various components of the 2016/17 accounts for submission to the WAO (Wales Audit Office) on 18 April 2018 and 25 July 2018. No further approval is needed in regard to the accounts.

Issues and Findings

The annual return to the WAO (the form itself) also includes the annual governance statement and the Internal Auditor's report. The annual governance statement also needs to be formally approved by the Council before it can be signed by the Chair and submitted to the WAO.

The annual governance statement for 2016/17 is attached to this report, along with the annual return and Internal Auditor's report (all on the same form).

The bank reconciliation submitted to Council on 25 July 2018 was correct but only contained details of the Council's main current account. The attached now includes all the Council's bank accounts, for completeness, in line with the requirements.

Policy Implications

As explained several times previously, the Council is required to submit its accounts for the year ending 31 March to the external auditors by 30 June of that year. These accounts should have been submitted by 30 June 2017. The Council's accounts for 2017/18 will also be late as they should have been submitted by 30 June 2018. It is intended to submit these early in the new year. It is essential that the Council continues its efforts to catch up over the next few months, with a view if possible to being compliant with the deadlines for the 2018/19 accounts (i.e. submission by 30 June 2019) if possible.

Resource Implications

None arising directly from this report. It must be reported however that there has been a significant impact already on staff workloads, from having to complete the accounts, annual returns and governance statements from several years ago, given the paucity of information available, to work with a new Internal Auditor and to design new systems and processes for managing the Council's finances properly. This high workload continues, until the Council is up to date with its accounts, alongside the other workload of the Council's two part time staff.

There may be costs (financial and staffing) to report in due course, when the Wales Audit Office examines the accounts and decides on the next steps it needs to take. These costs are unknown at this stage.

Risks

As explained several times previously, the Council is already going to have its accounts for 2016/17 qualified by the WAO, as their submission is over a year late and the Council has not complied with its legal obligations. If the annual return and governance statement are not approved or submitted correctly, this will increase the risk of non-compliance and criticism.

The Council knows very well the reasons why the accounts are late, due to the difficulties new staff have had in obtaining the correct information for years gone by and the historical lack of effective financial management systems.

Recommended: that the Council:

- (1) approves the annual return (including the annual governance statement) and bank reconciliation attached, further to its approval of the financial statements on 25 July
- (2) authorises the Clerk/RFO and the Chairman of the Council to complete and sign the annual return and annual governance statement for 2016/17
- (3) authorises the Clerk/RFO to submit the annual return and all relevant attachments for 2016/17 to the Wales Audit Office, as required.

Appendices:	A	Annual Return and Governance Statement 2016/17
	B	Bank Reconciliation as at 31 March 2017 – all accounts
	C	Annual Return and summary 2016/17 (already approved)
	D	Internal Auditor's report (already submitted on 18 April 2018)

Report author: Richard Gwinnell, Clerk and Responsible Financial Officer (RFO)



THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILEDD

E-mail : clerk.alcc@gmail.com Telephone 01495 217323

www.abertilleryandllanhilleth-wcc.gov.uk

Council Offices,
Mitre Street,
Abertillery, Blaenau Gwent. NP13 1AE.

Swyddfa'r Cyngor,
Stryd Meitre,
Abertyleri, Blaenau Gwent. NP13 1AE.

The accounts listed hereunder are presented at the 26 September 2018 Council meeting
(Finance Order No 3 – July 2018 to September 2018 - Agenda Item 19)

Cheques that have been Presented between 5 July 2018 to 5 September 2018:

Payee	Nature of Payment	Amount (£)	Date of payment
Abertillery Museum	N.Simmons Ward Donation	£25.00	17/07/18
Perry Morgan	Members Expenses 2017/18	£150.00	30/08/18
Abertillery Museum	T Williams Ward Donation	£100.00	17/07/18
Mark Lewis	Members Expenses 2017/18	£137.50	09/08/18
Abertillery Museum	R Philips Ward Donation	£50.00	17/07/18
AYDMS	T Dyson Ward Donation	£100.00	20/08/18
Swffryd Community Centre	A Rees Ward Donation	£50.00	10/07/18
Swffryd Community Centre	G Clark Ward Donation	£50.00	10/07/18
Swffryd Community Centre	K Bidgood Ward Donation	£50.00	10/07/18
Garry White & Co	Payroll	£78.00	13/07/18
OVW	Training – Nick Simmons	£40.00	17/07/18
OVW	Training – Ivor Beynon	£20.94	17/07/18
Staff Costs	HMRC, Pensions, Salary (Part June)	£1,733.59	
R.Gwinnell	2 keys	£9.00	21/08/18
R.Gwinnell	Postage & office Supplies	£12.10	21/08/18
Staff Costs	HMRC, Pension and Salary (July)	£4,526.88	
Green Fingers	Cut 6	£82.00	31/07/18
Viking	Stationary and Stamps	£233.88	25/07/18
Green Fingers	Watering 21/6/18 #7	£15.00	31/07/18
Green Fingers	Watering 26/6/18 #8	£15.00	31/07/18
Green Fingers	Watering 30/6/18 #9	£15.00	31/07/18
AR Digital	June Printing	£39.24	26/07/18
Zurich Insurance	Yearly Premium	£635.03	25/07/18

Green Fingers	Watering 4/7/18 #10	£15.00	31/07/18
Green Fingers	Watering 8/7/18 #11	£15.00	31/07/18
Green Fingers	Cut #12	£82.00	31/07/18
Green Fingers	Installation of Silent Soldier	£75.00	31/07/18
Signcast	John Selway Blue Plaque	£440.99	26/07/18
McMillian Nurses	Chairs 2014/15 Appeal	£275.70	23/08/18
Hospice of the Valleys	Chairs 2015/16 Appeal	£635.55	14/08/18
BG Heritage Forum	Council Decision 27.6.18	£250.00	10/08/18
Zurich Municipal	Party in the Park Event Insurance	£112.00	08/08/18
BGCBC	Hire of Cricket Ground	£132.00	16/08/18
AR Digital	July Printing	£62.68	09/08/18
Tribute Acts Management	Deposit for Dream Abba	£219.00	17/08/18
Green Fingers	Watering	£15.00	14/08/18
Green Fingers	Watering	£15.00	14/08/18
CF Corporate	Printer Lease – Sept to Nov	£302.89	08/08/18
Michael Bishop (Beatrice Green)	R,Phillips Ward Donation	£100.00	29/08/18
Michael Bishop (Beatrice Green)	Council Grant	£300.00	29/08/18
Abertillery Blaenau Gwent Rugby	Council Grant	£500.00	28/08/18
Green Room Events	Deposit for Stage Hire	£1,650.00	08/08/18
K&S Toilets	Deposit for Portaloos	£120.00	10/08/18
OVW	AGM (Chair and Clerk)	£170.00	15/08/18
Whitehall Publishing	Raffle Tickets for Chairs Charity	£39.54	28/08/18
M.Proctor	Smile Time – Inflatable Slide and Castle	£250.00	22/08/18
Smartsignz	Party in the Park Banners	£450.00	23/08/18
Viking	Stationary	£82.43	22/08/18
Green Fingers	Cut	£82.00	29/08/18
Green Fingers	Watering	£15.00	29/08/18
Clr T.Dyson	Council Pay as you Go Mobile Phone	£15.00	30/08/18
Tribute Acts Management	Dream Abba	£780.00	03/09/18
Medipatrol	First Aid for Party in the Park	£350.00	05/09/18
Swing Commanders	Band for Party in the Park	£800.00	05/09/18
K&S Toilets	Portaloos	£486.25	04/09/18
Staff Costs	Salary and Tax (August)	£3,928.40	
Direct Debit	BT Group	£60.55	05/09/18

Total	£20,995.14
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Income during the period: £911.25 from old Chairman's Appeal Account (10375791) which is now closed

Current Account Balance as at 5 Sept 2018: £80,771.36

This includes bank charges to date.

Cheques that have been issued but not yet presented as at 5 Sept 2018:

Payee	Nature of Payment	Amount (£)
Abertillery Bluebirds AFC	R.Clark Ward Donation	£100.00
ADMS	N.Simmons Ward Donation	£100.00
Theatre Ad Hoc	Council Grant	£100.00
Zion Miners Chapel	G.Clark Ward Donation	£50.00
Zion Miners Chapel	A.Rees Ward Donation	£50.00
Zion Miners Chapel	K.Bidgood Ward Donation	£50.00
Cwmtillyery Luncheon Club	P.Morgan Ward Donation	£100.00
Mini Junior Rugby Club	P.Morgan Ward Donation	£100.00
Gary White & Co	September Payroll	£78.00
Site Supply Solutions	20 Hi-Viz Vests	£82.32
BGCBC	TENS Licence	£21.00
BGCBC	Street Trading Licence	£25.00
Mini-Mes	J.Holt Ward Donation	£200.00
Green Room Events	Stage and Lighting	£1,650.00
Paisley Bird Workshops	Play Tent and Craft Activities	£500.00
Over 50's Club	P.Adamson Ward Donation	£100.00
Total		£3,306.32

Invoices Received or Council Decisions Made – Cheques not yet Issued:

Payee	Nature of Payment	Amount (£)
S Edwards	Food for Stewards	£70.00
S Edwards	Water and Fruit for Stewards	£23.25
S Edwards	Photo Frames for Talent Showcase Certificates	£8.05
Welsh Water	Water Charges for Industrial Unit	£115.39
BGCBC	Hire of Refuse Bins	£145.92
Historical Promotions	WW1 Event Stalls	£2,214.00
AR Digital	August Printing	£78.93

S Edwards	Black Cable Ties	£13.49
Green Fingers	Cut 28/8/18	£82.00
Staff Costs	Pension (August)	£598.48
Staff Costs	Salary, Tax and Pension (Sept)	£4,526.88
WW1 Talks	Talks in Schools	£150.00
Stu Gould	Compare for Party in the Park	£50.00
C&R Travel	Park and Ride for Party in the Park	£240.00
Total		£8,316.39

Current account position as at 18 Sept 2018

Opening Balance:	£80,771.36
Cheques Outstanding:	£3,306.32
Outstanding invoices	£8,316.39

Subtotal remaining: £69,148.77

Monies remaining in current account £ 69,148.77. It should be noted that £254.00 is ring-fenced for the 2017/18 Charity appeal which will be split between Abertillery Workmans Welfare Institute and Friends of Six Bells Park (£127.00 each)

Outstanding grant applications; None

Reserve Account (10318917) Position as at 5 Sept 2018 £ 37,971.52

Note: £5,000 had been transferred from Reserves on 8/3/18 to be used for WW1 Centenary Events.

Current Centenary Events spending (proposed and actual) is:

Talks in Schools	£200
Wreath Laying Belgium	£50
Silent Soldier	£250
Install of Silent Soldier	£75
Further Talks in Schools	£150
Party in the Park	£10,673.17
Total:	£11,398.17

£6,398.17 needs to be transferred from reserves as per Council resolution 25th July 2018 (this is within the £7,500 limit that was earmarked for events).

This will leave £75,546.94 in the current account and £31573.35 in the Reserve Account following the transfer from reserves and the payment of all outstanding amounts shown in this report

Chairman's Charity Bank Account (10375791)

The £911.25 remaining in this account was transferred to the Councils Current Account on 19 July 2018 and paid to the relevant charities as detailed below.

£275.70 is from 2014/15 when Glyn Smith was Chairman and his chosen charity was McMillian

Nurses.

£635.55 is from 2015/16 when Bill Bard was Chairman and his chosen charity was Hospice of the Valleys.

The Account has now been closed.

Report from Centenary Working Group

WW1 Party in the Park (8th Sept 2018)

Abertillery and Llanhilleth Community Council had set setup a WW1 Centenary Working Group to co-ordinate and plan activities around the 100-year celebration of the end of the First World War. The event was held and despite the less than perfect weather went off successfully, with approximately 500-600 people attending.

BACKGROUND

At Council meeting on 27th June 2018, following a report from the Chair of the Working Group, Clr Tracey Dyson, the Council resolved to hold an event in Abertillery park on 8th September called WW1 Party in the Park. That £4,500 remaining from £5,000 already budgeted for Centenary Events and any other monies granted from external sources for the event be delegated to the Clerk to spend without further reference to Council and the Deputy Clerk appointed Project Manager for the event.

At Council meeting on 25th July 2018 Council earmarked a further £7,500 from reserves for spending on WW1 Party in the Park. This meant there was a total spending limit for the event of £12,000.

COSTS

The Actual costs of the event is shown below.

Stage Hire + temp lights	£3,300.00
Abba Tribute band	£1,170.00
Insurance	£112.00
Booking of Cricket Pitch (BG)	£132.00
Pashy Pops (WW1 Show)	£150.00
Toilets	£606.25
First Aid - MediPatrol	£350.00
WW1 Medicines Workshop	£1,140.00
WW1 Food rationing and Poppy making	£1,074.00
Bins	£145.92
Marshalls (food and drink)	£100.00
Inflatable slide and inflatable castle	£250.00
Band - Swing Commanders	£800.00
Stu Gold (Compare)	£50.00
Banners	£425.00
Hi-Vis Vest	£82.00
Torfean Play service	£500.00
Licences	£46.00
C&R Travel (Park and Ride)	£240.00
	£10,673.17

It should be noted that:

1. No VAT recovery has yet been claimed, but it estimated that approximately £1,000 - £1,700 will be recovered back to Council accounts.
2. The costs are in line with anecdotal evidence we received from other Local Authorities in putting similar outdoor events.

RESOURCES

The main resources called upon to organise the event was the Centenary Working Group, the Chair of the Group, the Deputy Clerk in his role as Project Manager, and the Clerk in his role as Finance and background support. It is estimated that the combined totals for the 2 Councils Officers is more than 350 hours work on this. The Chair of the Working group approximately 200 hours work which includes her time on Social Media at weekends and evenings.

The Members of the working group meet fortnightly for an hour each time, but also kept in touch via a Social Media Group. The members of the group were

Clr Tracey Dyson (Chair), Clr Alan Rees, Clr Trudy Williams, Clr Glyn Smith, Don McCulluch and Geoff Nash (RBL), Tony Baughurst and Martin Parfitt (Royal Welsh Regt Assoc). Clr Graham White is a member of the working group but did not attend any of the meetings or take part at any point on the day of the event.

Members of Ffrindiau Tyleri (Clr Rob Phillips, Des Ward, and Lee Edwards) helped in the planning of the event and were invaluable and an essential part the event before, during and after. The event would not have been as successful without this partnership.

On the day there were several volunteers who gave up their time to act as Stewards from Aberystroth Heritage and Martin Holt. A mention should also be given to 104th Artillery Regt RA who were also part of the planning process as we neared the event.

This illustrates that an event such as this needs the partnerships outside of Council to succeed and it should not be underestimated the time and effort across all parts that is required.

PUBLICITY AND PUBLIC ENGAGEMENT

The two main thrusts to publicise the event was through banners/posters and through social media. 14 banners were placed throughout the Community Council area at key points where they would be visible from the road and one was placed at the entrance of Abertillery Park. Smaller A4 posters were put up in bus

stops/shelters across the Community Council area and A4 posters were given into local shops for their display.

Clr Tracey Dyson led on the social media campaign. There was a daily countdown to the event and each day a different attraction was highlighted at being at our event. A WW1 Party in the Park events Facebook page was set up which could handle questions from the public and give out information such as for the Park and Ride. From 27th July up to the 8th Sept, the events page reached 21,000 people with 614 active responses.

Mr Tees own Facebook page was obviously instrumental with the big response that he had.

For any future events it is essential that the organising group has access to expertise in this area of communication with that person also willing to devote a large amount of time to keep it going.

THE EVENT - LOCATION.

The event was held on the outfield of the Cricket Ground in Abertillery Park which is a perfect site to hold such events. It is a flat surface which has easy access for both public and event contributors. The site is big enough to accommodate crowds and activities and with the use of the Cricket Pavilion to provide changing facilities and undercover command and first aid centre it should be our primary choice for any future events.

There is an adjacent Car Park which was not filled but the public numbers were not as high as expected because of the unsettled weather, this is something that again would have to be managed for future events, but the relative success of the Park and Ride from the Town Centre Car Parks goes a long way to provide Car park capacity mitigation for future events.

THE EVENT – ENTERTAINMENT AND ACTIVITIES

By and large this was successful, there was a period during the afternoon where nothing was going on at the stage, but we did have a jazz band pull out from appearing an hour before the event started, which left a gap, here is also some learnings to be had about holding talent showcase type of activities. Disney Princesses, Pashy Pops and Swing Commanders have indicated that they would like to attend future events, the Disney Princesses were very good at interaction before and after their stage slot.

The number, mixture and location of the stalls was successful, and I have had good feedback in general from the stallholders, and from the catering/drink stalls. All the catering/drink's stalls would be happy to attend future events, this includes Mr Tees Ice Cream, who could hold an event on their own.

The Children's area with the crafts, sandpits and inflatable slides was a big success and is something that should be built upon for future events.

The Army were happy with their display and the interest in generated for them.

The two WW1 displays were sparsely attended, and a lot of thought should go into doing something similar again as the public participation did not justify the costs. However, the RBL motorbikes were a big hit all round, and they gave up their time for free.

LEARNINGS

1. For any future events the planning and organising should start at least 6 months before the event so that stall holders and entertainment can be booked and confirmed in plenty of time. This was still happening a week before the event which is not an ideal place to be.
2. Giving a longer lead time would also allow the organising group more scope to see if external grant funding for the event or any infrastructure (seating, gazebos, tables etc) can be found, typical it takes 3-9 months to go through a funding process.
3. The cricket ground, if used again, has space for more stalls (the main limiting factor, is the number of gazebos and tables we have access to via Ffrindiau Tyleri). It would be possible to have a further 8-10 stalls.
4. The event timing should be started and finished earlier, say from 12:00 (noon) through to 7pm. This would allow everything to finished in the daylight and help mitigate any health and safety issues with event staff being on site in the dark after a long day.
5. Any activity, such as talent showcases/competitions, for under 18's needs a lead in time that encompasses time when the children are in school that publicity can be better delivered.
6. There needs to be some public seating near the stage and/or the food/drink outlets. This was remarked on the day by people attending and there has been some feedback the same.
7. Some further activities to be found for children and adults, such as old-style Victorian Fair, this can be investigated.
8. There needs to be better control of dog access, which should not be allowed on any sporting grounds
9. Bicycles will be banned from the actual grounds of any future events, provision could be made for a bike park for anyone attending the event.
10. We could manage a single entry/exit if we concluded the event by 7pm which will then allow stallholders time to pack up after the public have left.
11. We should have manual clicker on the entrance so that we count attendees

