

# Cyngor Cymuned Creunant

## Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: [crynantcc.clerk@gmail.com](mailto:crynantcc.clerk@gmail.com)



You are hereby summoned to attend a Meeting of the Council  
at 6:30 pm on Thursday 30<sup>th</sup> October 2025.

To be held online and at Crynant Community Centre, Woodland Road, Crynant

Meeting link: [Crynant Community Council Meeting 10-25 | Microsoft Teams | Meet-up-Join](#)

Please submit apologies directly to the Clerk

### Agenda

- 1388: To receive apologies for absence
- 1389: To receive declarations of personal and prejudicial interests
- 1390: To adjourn if necessary to receive public questions or statements
- 1391: To approve and sign Minutes September Council Meeting
- 1392: To discuss any County Borough & Councillor Matters
- 1393: To receive Police report
- 1394: Matters pertaining to Finance & Governance
  - i. To approve the Bank Reconciliation for July & August Current account
  - ii. To approve the Payment Schedule
  - iii. To receive the half year Budget
  - iv. To receive the New Financial Regulations
  - v. Clerks report
- 1395: To receive an update Crynant Community Association
- 1396: To review progress of the UKSPF Playground project
  - i.
  - ii.
  - iii.
- 1398: To receive an update Remembrance Day Services
- 1399: To approve and sign the October Minutes Asset, Amenity & Environment Committee

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1400: To receive a report from any member concerning meetings at which they represented the Council

1401: Matters pertaining to Correspondence

*INTRODUCTION OF STANDING ORDER 3(c) – BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, MEMBERS OF THE PRESS AND PUBLIC SHALL BE EXCLUDED*

1397: To review Council terms on Leases & Agreements

*CONCLUSION OF STANDING ORDER 3(c)*

1402: Any other business (to include issues not directly covered under any of the above. These may not be described in the agenda but should be raised with the Clerk prior to the meeting)

Miss G Farthing, Clerk/Responsible Financial Officer

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### **Minutes of the Council meeting of Crynant Community Council held at Crynant Community Centre, Woodland Road, Crynant, SA108RF on Thursday 25<sup>th</sup> September 2025.**

**Present:** Chair: Cllr. H Mortimer  
**Councillors:** Cllr. S Keir, Cllr. C Hart, Cllr. C Willcox, Cllr. S Mortimer, Cllr. M Jones & Cllr. E Walpole  
**In Attendance:** Miss G Farthing (Clerk/RFO)

#### **1372: To receive apologies for absence**

Cllr Waldron, Cllr Rundle & Cllr Morris (Holiday Commitment) The chair of the council formally welcomed Cllr E Walpole to the council.

#### **1373: To receive declarations of personal and prejudicial interests**

Cllr H Mortimer, Cllr S Keir & Cllr Hart declared an interest in item number 1381.

#### **1374: To adjourn if necessary to receive public questions or statements** None

**1375: To approve and sign the previous [Minutes Council Meeting 07-25](#)** It was **proposed, seconded and RESOLVED** that the minutes of the Council Meeting were a true and accurate record of the meeting of Crynant Community Council held on Thursday 31<sup>st</sup> July 2025.

Matters arising from the Minutes: St Margarets Church thanked the community council for lighting the Beacon at the evening service of Remembrance 80 years VJ Day. It was also noted that the members of the church have concerns on the deteriorating state of the building – leaking bell tower, lack of facilities and support from the Diocese.

It was also **proposed, seconded and RESOLVED** to send a letter to the Diocese.

#### **1376: To discuss any [County Borough & Councillor Matters](#)**

The above link is from NPT website for information only.

County Borough Surgeries are taking place on Tuesday 4<sup>th</sup> November at Crynant Community Centre 5:30pm – 6:30pm. There will be a Community Councillor at the community centre if any members of the public have any concerns or would like to speak to a councillor.

#### **1377: To receive [Police report](#)**

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Violence and sexual offences – 8, Public order – 6, Anti-Social Behaviour – 5. PCSO has been attending numerous groups/ activities within the vicinity of Crynant. **ACTION:** To arrange another bike marking event after Christmas.

### 1378: Matters pertaining to Finance & Governance

- i. **To approve the [Bank Reconciliation for July & August Current account](#)** **ACTION:** To defer to finance committee.
- ii. **To approve the [Payment Schedule](#)** It was **proposed, seconded and RESOLVED** to approve the payment schedule
- iii. **To review the [half year Budget](#)** **ACTION:** To defer to finance committee
- iv. **To receive the [New Financial Regulations](#)** **ACTION:** To defer to finance committee
- v. **[Clerks Report](#)** **ACTION:** To convene an Asset Committee meeting to agree schedule of work for the UKSPF Funding and undertake any administrative items. Clerk reported that the outcome of the full audit for 2024- 2025 from Audit Wales is still to be received.

### 1379: To consider Community Councillor Vacancies

It was proposed, seconded and **RESOLVED** to co-opt Mr. Robert Cook. **ACTION:** Clerk to arrange an appointment to meet and sign Declarations of Acceptance of Office and Induction and to inform NPT Electoral Services.

### 1380: To review Planning applications

There were 3 planning applications:

- 70a Main Road –a meeting had taken place with planning design. Since the meeting, the observations that were raised have been clarified. Awaiting confirmation of this.
- Application Number: P2025/0589 - There were no observations.
- Common Land – **ACTION:** Send out to councillors to allow time for pertinent observations to be received.

### 1381: To review Council Leases

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The clerk has been reviewing the council leases

- Land to the rear of Main Road- correspondence exchanged, heads of terms now to be agreed.
- CRFC – Cllr Hart declared an interest. The council is awaiting information from the Clubs solicitors.
- NPTCBC – Land for public convenience. Lease to being reviewed as the toilets are no longer open. Assistance sought from County Borough Councillors for options for the future of the facility. Council and residents have concerns regarding the loss of the facility and the lack of public conveniences serving the Valley.
- CCA – Cllr H Mortimer & Cllr Keir declared an interest. The lease of the Centre, future operation structure of Charity is ongoing, Cllr H Mortimer advised that Marie Philippe, sociate at Hugh James Solicitors has been formally engaged in this matter.

**ACTION:** To agenda item for review next month.

### **1382: To discuss Remembrance Day Services**

The council is working in partnership with St Margarets Church to arrange the Civil act of Remembrance.

### **1383: To approve and sign the [Minutes Asset, Amenity & Environment Committee 09-25](#)**

It was **proposed, seconded and RESOLVED** that the minutes of the Asset, Amenity & Environment Committee Meeting were a true and accurate record of the meeting held on Wednesday 17<sup>th</sup> September.

### **1384: To receive a report from any member concerning meetings at which they represented the Council**

Cllr Keir attended a GCRE meeting there is no major funder. They will be submitting a new planning application which could take 18months.

Cllr Hart attended the AGM and reported that following the Estyn inspection things were settling at the school. Cllr Hart has tendered his resignation as minor authority representative. Council await notice from school clerk.

### **1385: Correspondence**

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Welsh Government	<a href="#">Extending the duty on local authorities to broadcast meetings   GOV.WALES</a>
One Voice Wales	One Voice Wales National Conference and Annual General Meeting 01/10/25
Keep Wales Tidy	Green Space and biodiversity webinar on Thursday 23 <sup>rd</sup> October 2025 at 10:30am – 12pm and Local Environmental Quality Webinar Wednesday 5 <sup>th</sup> November 2025 at 10:30am - 12pm

All correspondence is noted. The One Voice Wales Conference and AGM were cancelled.

**1387: Any other business (to include issues not directly covered under any of the above. These may not be described in the agenda but should be raised with the Clerk prior to the meeting)**

Cllr Hart advised that in the recent school Governors Meeting, former Council Member raised a complaint regarding the non-completion of a project he had been working on.

**ACTION:** School to be contacted, clarity to be provided on scope and responsibility for completing the project.

**Meeting Closed at 19:40pm**

Your [feedback](#) will help us improve this website.

## Press Releases



### [Park reaches new heights as Gnoll Towers Adventure Playground Opens](#)

24 October 2025

A brand-new adventure park containing 'tree top level' climbing features opens tomorrow at Neath's popular Gnoll Country Park.

### [Council obtains closure orders against four Neath Port Talbot vape shops](#)

23 October 2025

Neath Port Talbot Council's Trading Standards Team has obtained four closure orders against vape shops trading in the county borough.

### [Michael Sheen and Jeff Wayne to Headline sell-out Gala for Richard Burton Centenary](#)

20 October 2025

On 14th November, the Richard Burton Centenary celebrations will reach their peak at the RB100 Gala - welcoming Burton's family, contemporaries, and fans to The Orangery at Margam Country Park for a sold-out evening of performance, music and storytelling.

### [Aled Afal Explores – New Bilingual Children's Book Celebrates Reading and Local Heritage](#)

17 October 2025

Neath Port Talbot Council has launched a new bilingual children's book, Aled Afal Explores Neath Port Talbot, at an event held at Neath Library during the NPT Children's Book Festival.

### [New Opportunity Hub Opens in Neath to Support Residents into Employment](#)

17 October 2025

Neath Port Talbot Council has officially opened its newest Opportunity Hub in Neath town centre, providing a drop-in centre for residents seeking advice and guidance about employment and training opportunities.

### [Free Event to Salute Armed Forces Community in Neath Port Talbot](#)

14 October 2025

Neath Port Talbot's Armed Forces Festival Day will take place from 10am to 3.30pm on Saturday 25 October in the Aberafan Shopping Centre, Port Talbot, with lots to see and do during the free event.

### [Local pupils inspire powerful anti-fly-tipping mural in Neath Port Talbot](#)

13 October 2025

Today (October 13) Fly-tipping Action Wales has unveiled a powerful new community mural to mark the launch of its first-ever Fly-tipping Awareness Week (October 13–17).

### [Foster Carers in Neath Port Talbot celebrate contribution of foster siblings](#)

13 October 2025

Foster carers in Neath Port Talbot are celebrating the vital contribution their own children play in the fostering journey.

### [Council wins prestigious award for Glynneath Flood Alleviation Scheme](#)

09 October 2025

Neath Port Talbot Council has been awarded an ICE (Institution of Civil Engineers) Cymru Award for its scheme to alleviate flooding in Glynneath delivered with partners Atkins Réalis and Knights Brown Construction.

### [Nearly £1m to go on nature recovery projects across Neath Port Talbot communities](#)

08 October 2025

Almost £1m will be spent in Neath Port Talbot over the next two years on a 'nature on your doorstep' project to reconnect communities with the outdoors.

Share your feedback

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## Crynant, Onllwyn and Seven Sisters

[View on a map](#)

### Your neighbourhood policing team

[About us](#)[On the team](#)[Contact us](#)[Meetings and events](#)[Stations, contact points and offices](#)[News](#)

Neighbourhood policing is at the heart of our approach to keeping South Wales safe. Your local team is made up of dedicated officers and PCSOs based in the area, who have the community's best interests at heart and who are both visible and accessible.

We work closely with residents, community leaders, your local council and other partners to understand and respond to community concerns. By working together and focusing on early intervention, prevention and problem solving, we can find long-term solutions to local issues.

As well as the information on this page, you can find out more about crime and policing activity in your community, as well as contact details for your local team, via [South Wales Listens](#).

Registering for South Wales Listens also gives you the opportunity to tell your local neighbourhood policing team about the issues that matter most to you, as well as take part in surveys to enable us to better understand concerns in your community.

We will also let you know about local engagement events, crime prevention advice, and occasionally about significant policing activity in your area.

### Crimes and priorities

[Top reported crimes in this area](#)[Crime map](#)[Our priorities](#)

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).

Crime type and time period title

[All Crimes \(21\)](#)[August 2025](#)[Leave this site](#)

#### About this crime map

This map uses data from local forces. The hotspots give only a loose idea of where crimes happened. Actual locations and details of crimes are kept anonymous.

Please note that not all crimes that occurred can be shown on the map.

278 incidents of Crime occurred in South Wales Police could not be mapped to a location and therefore are not on this map. [Learn more about how data is managed on police.uk](#).

Location anonymisation is accurate to 2022 population and housing developments.

Known issues with forces' data are set out in the [changelog](#) on data.police.uk.

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## Finance Committee Meeting

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To be held on Thursday 16<sup>th</sup> of October 2025 at 9am at Crynant Community Centre

Please submit all apologies in advance to the Clerk.

Members of the public and the press are welcome to attend. Please contact the Clerk in advance to ensure correct access is given.

### AGENDA

77. To receive apologies for absence
78. To receive public questions
79. To receive any declarations of interest
80. To approve the Minutes Finance Committee 06-25
81. To review the budget for the quarter 2025 – 2026
82. To approve the bank reconciliation for July and August for Current & Reserves
83. To approve the grant application form for Charites
84. To agree and implement the next steps of the NPT Grant for toddler's park refurbishment
85. To review the NALC Financial Regulations 2025
86. Any other business (to include issues not directly covered under any of the above. These may not be described in the agenda but should be raised with the Clerk prior to the meeting)
87. Date of next meeting

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## Finance Committee Meeting

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Minutes of the Finance Committee meeting of Crynant Community Council held at Crynant Community Centre, 24 Woodland Road, Crynant, SA108RF on Thursday 12<sup>th</sup> June 2025.

In Attendance: Clerk, Cllr. H Mortimer, Cllr Morris, Cllr Willcox

**58. To elect the Chair of the Finance for 2025 – 2026**

Cllr H Mortimer nominated Cllr Willcox. It was **PROPOSED, SECONDED & RESOLVED** to elect Cllr Willcox as Chair of Finance.

**59. To receive apologies for absence**

Cllr Keir (personal commitment)

**60. To receive public questions**

None

**61. To receive any declarations of interest**

None

**62. To approve the [Minutes of February 2025 Finance Committee Minutes](#)**

It was **PROPOSED, SECONDED AND RESOLVED**: That the minutes of the committee meeting on Thursday 20<sup>th</sup> February were a true and accurate record.

**63. To recommend Members to be bank signatories until end of term 2027**

It was **PROPOSED, SECONDED AND RESOLVED** to recommend the members from finance committee The Clerk, Cllr Willcox, Cllr Morris, Cllr Keir and Cllr H Mortimer to become bank signatories. **ACTION**: To update bank mandate.

**64. To review the [Internal Audit Report for Year End 2025](#)**

Recommendations from the interim internal audit report are being worked on by the Clerk prior to submission for the full internal audit.

**65. To review the [cost codes and cost centres for the budget](#)**

Budget cost codes and cost centres were reviewed. **ACTION**: Delegate to Clerk with support from finance committee and a report to be provided to full council.

**Meeting closed at 9:45am**

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# Crynant Community Council

14 October 2025 (2025-2026)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 14/10/2025)

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Code	Title	Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
19	General Maintenance				2,416.29										
20	Grass cutting				396.57										
21	Repairs				54.54										
32	Tractor														
37	Bins														
42	PPE				240.00										
48	Gym														
51	Brushcutter- 12														
52	Playground														
54	Chainsaw				14.15										
55	Maintenance		500.00		472.91										
57	Strimmer				402.24										
<b>SUB TOTAL</b>			<b>500.00</b>		<b>3,996.70</b>										

Code	Title	Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
13	Printing				1,492.89										
14	Gas & Electric														
15	Water														
16	Website Costs				130.00										
29	Insurance				4,257.03										
30	Training														
33	Wages				41,338.90										
35	Software				348.00										



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3	CVS													
4	Community Centre													
49	Charity													
53	NPTCBC													
76	Waste and Rates									613.86			613.86	
77	Maintenance									70.00			70.00	
95	Equipment													
96	Utilities													
97	Grant													
<b>SUB TOTAL</b>										<b>683.86</b>			<b>683.86</b>	

### Democracy and Governance

Code	Title	Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
34	Training				718.75					200.00	279.00			279.00	
41	Elections														
60	Councillor Allowances														
79	Civic Engagements										86.89			86.89	
84	S137 Grants									500.00	5.82			5.82	
<b>SUB TOTAL</b>										<b>700.00</b>	<b>371.71</b>			<b>371.71</b>	

### Health and Safety

Code	Title	Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
6	NPTCBC				810.11										
83	Training									300.00					
87	Inspections									1,500.00	633.00			633.00	

# Crynant Community Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 14/10/2025)

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

88	Consumables					500.00	175.27			175.27		
	<b>SUB TOTAL</b>			<b>810.11</b>		<b>2,300.00</b>	<b>808.27</b>			<b>808.27</b>		

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
<b>Income</b>		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
22	Precept		68,900.00				47,600.00		47,600.00						
23	Bank Interest		498.14				137.10		137.10						
24	Donations														
27	Misc														
28	Burial Income		5,400.00				2,100.00		2,100.00						
31	Hire and Agreements														
36	VAT Reclaim		1,220.01												
39	Equipment Contributio														
50	CCA Contributions														
56	HMRC		408.67												
	<b>SUB TOTAL</b>		<b>76,426.82</b>				<b>49,837.10</b>		<b>49,837.10</b>						

<b>Parks and Playgrounds</b>		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
25	Bank Charge		84.99		177.95										
71	Equipment									500.00					
80	Maintenance									2,256.00	108.49		108.49		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 14/10/2025)

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

<b>SUB TOTAL</b>	<b>84.99</b>	<b>177.95</b>	<b>2,756.00</b>	<b>108.49</b>	<b>108.49</b>
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		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
66	Capital														
<b>SUB TOTAL</b>															

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
26	Subscriptions				1,290.88										
45	ICO														
46	OVW				392.00					400.00					
73	Scribe									600.00	636.00		636.00		
74	Cloud Storage										36.04		36.04		
85	Software														
86	Website														
<b>SUB TOTAL</b>					<b>1,682.88</b>					<b>1,000.00</b>	<b>672.04</b>		<b>672.04</b>		

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 14/10/2025)

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

SUB TOTAL

50,488.00 26,926.68 26,926.68

Woods and Walks

Code	Title	Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
38	Inspections				3,105.22										
40	Audit Fees				1,327.85										
93	Equipment									500.00	25.00				25.00
94	Maintenance									2,256.00	49.77				49.77
SUB TOTAL					4,433.07					2,756.00	74.77				74.77

Summary

TOTAL		77,011.81		60,006.25		49,837.10		49,837.10		69,100.00	35,395.24				35,395.24
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**Crynant Community Council**  
**RECONCILIATION - Current 31-08-2025**

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From Accounts .....	£27,277.31
Payments not cashed ..... Add .....	£1,238.20
Receipts not entered ..... Subtract .....	
<hr/>	
<b>Statement should be .....</b>	<b>£28,515.51</b>

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## Small Grants Application Form

Maximum Grant available £500

If you have difficulty completing this form, please contact the Clerk for assistance

1 Name of

Organisation: .....

2 Contact person (to whom all correspondence will be sent)

Name ..... Position .....

Address .....

Post Code ..... Tel: .....

3 Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the village:

*(N.B. Applications are eligible only from organisations whose work is of benefit to the inhabitants of the village)*

4 Approximately how many residents of the village of Crynant benefit from the services of your organisation?

# Cyngor Cymuned Creunant Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: [crynantcc.clerk@gmail.com](mailto:crynantcc.clerk@gmail.com)



5 Approximately how many residents of the village of Crynant are members of your organisation?

6 What is the total cost of the project?

7 How much grant are you seeking and how will the balance be funded?

# Cyngor Cymuned Creunant Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: [crynantcc.clerk@gmail.com](mailto:crynantcc.clerk@gmail.com)



8 Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement:

9 Give details of any grants received from Crynant Community Council in the past 4 years  
*(date and amount of grant)*

10 Give details of any grants received from other sources in the past 2 years (date and amount of grant)

# Cyngor Cymuned Creunant Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: [crynantcc.clerk@gmail.com](mailto:crynantcc.clerk@gmail.com)



11 Is your organisation making bids to other funding sources? YES / NO

If 'Yes' give details:

12 Where did you find out about the grants available from Crynant Community Council?

13 Please give the bank account name (i.e. the payee) to which any grant cheque awarded should be made payable .....

14 Declaration: I declare that the information given on this Application Form is true to the best of my knowledge and belief

Signed..... Position in Organisation .....

Date.....

Notes:

# Cyngor Cymuned Creunant

## Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: [crynantcc.clerk@gmail.com](mailto:crynantcc.clerk@gmail.com)



- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must include a summary sheet of the organisation's accounts, which provides details of all balances held. A financial summary form is attached, but you may use your own more detailed format if you wish.
- c. Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used and may be requested to give account of the benefits to the community at a Community Council meeting. If receipts cannot be provided the Council may demand that the grant be returned.
- d. Copies of this form and accompanying papers may be included on the Council agenda and discussed by the Council in the presence of the Press and Public.



## **MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES**

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of One Voice Wales. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In section 4, does the council have committees and how many years are forecast?
  - c) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - d) In 5.9, are online prices acceptable evidence?
  - e) In 5.13, 5.15 and 5.17, does the council have committees?
  - f) In 5.16, will a councillor ever be instructed to place an order?

- g) In 5.20, is there a minimum level for official orders?
  - h) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - i) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - j) Section 10 gives two alternatives, with or without petty cash.
  - k) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - l) 13.7 and 13.8 are removable if they don't apply to the council.
  - m) Much of Section 16 can be deleted if not applicable.
  - n) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years or not at all.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

## [ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**

- **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors.**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of [£5,000].

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
  - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council.
- 3.9. Internal may not under any circumstances:
  - perform any operational duties for the council;

- initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft budgets.}
- 4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}
- 4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.
- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes.

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<sup>1</sup> The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.9. Where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.

**5.11. Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary,

whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.

- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.

- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

## **10. Petty Cash**

- 10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

## **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **18. [Charities]**

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## **19. Suspension and revision of Financial Regulations**

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**


- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



# REMEMBRANCE SUNDAY

SUNDAY 9TH NOVEMBER 2025  
CRYNANT

Commemorating the sacrifices of members of the  
armed forces and of civilians in times of war.



10:00AM- USUAL SUNDAY SERVICE  
10:15AM - MARCH LEAVING THE GRADON  
10:30AM- REMEMBRANCE CHURCH SERVICE  
10:50AM- COMMUNITY ACT OF REMEMBRANCE  
AT THE WAR MEMORIAL PLAQUES  
11:00AM - 2MINUTE SILENCE



# Cyngor Cymuned Creunant Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

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## Asset, Amenity & Environment Committee Meeting

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**Minutes of the Committee meeting of Crynant Community Council held at Crynant Community Centre, Woodland Road, Crynant, SA108RF on Thursday 23<sup>rd</sup> October 2025.**

**In Attendance:** Cllr. S Mortimer, Cllr. C Hart, Cllr. M Jones, Cllr. S Rundle,  
Cllr Waldron, Clerk & Cllr H Mortimer

**A85: To receive apologies for absence from Members** None

**A86: To receive any declarations of interest from Members** As per register

**A87: To receive public questions** None

**A88: Matters pertaining to Council assets and projects:**

The gate has been locked by the steps coming from Crynant rfc down to the MUGA due to the steps deteriorating causing a health & safety issue. Clerk suggests that all members of the asset committee have a visual inspection of all council land and implement a five-year plan of action/improvements. **ACTION:** New sign to be put up. **ACTION:** For Asset Committee to inspect all council land and implement a five-year plan.

### **A88.1: Community Centre & Grounds**

There has been a leak in the roof in the youth club room which has now been fixed.

Heras fencing has been put up around the drain due to flooding/ holding water along the entrance of the car park. **ACTION:** For asset committee to have a look with the rods.

One of the containers is deteriorating. **ACTION:** To look for quotes and discuss in the budget for 2026 – 2027.

Weekly checklist sheets to be completed and to be provided at every asset meeting.

### **A88.2: Maes Yr Hendre Cemetery**

Cemetery is looking good. Will be looking at prices for new cremation plots. There has been discussion over the fencing. **ACTION 1:** Look at deeds. **ACTION 2:** To

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contact NPT Council regarding the boundary wall. **ACTION 3:** Contact Development owners regarding the old fencing around the new builds.

### **A88.3: Teen & Toddler play areas**

There has been an incident in the teen park of cans being twisted in half and being littered on the ground. The bin that is by the containers is earmarked for another area. **ACTION:** To monitor.

The local school has been working on a project 'change in the community' one year group has brought up the parks. And that year group are doing an engagement opportunity with the whole school involved and wish to present this to full council in the near future. Another idea has been raised by the school is the toilets. **ACTION:** To defer to HR & Finance.

### **A88.4: MUGA & Tennis Courts**

It has previously been discussed about having the tennis court lines painted. **ACTION:** Defer to next month.

### **A88.5: Pump Track**

Contractor has previously suggested you can use any cold lay tarmac product. **ACTION:** Clerk and Chair of Asset Committee to discuss with contractor.

### **A88.6: Outdoor Gym**

An email has been sent to contractor and are awaiting a response.

### **A88.7: Meadow & Woodland Walk**

There is an activity taking place in the meadow on Tuesday 28<sup>th</sup> for the pumpkin patch looking for volunteers to help between 1:30pm & 6:30pm. **ACTION:** To close two gates and put sign up as soon as possible.

Meadow cut is weather dependant. **ACTION:** Defer to another meeting to discuss plan for Biodiversity maintenance and meadow plan. Discuss in full council meeting.

### **A88.8: Forest Walks**

Filming has been undertaken with NRW. NRW Annual check sheet to be provided. **ACTION:** To arrange a meeting with Llais y goedwig to discuss agreement and

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permissions. There is an NRW Network meeting on Wednesday 3<sup>rd</sup> December 10-11.30.

## **A88.9: Volunteers**

Hedge laying has started around the pump track and is going well.

There has been one volunteer that has been litter picking on a regular basis and the children have wanted to become involved. They also suggested if there could be a children's litter picking group set up on a weekly basis. **ACTION:** To encourage volunteering and look at prices for children's litter picks and hi vis.

## **A89: To agree and implement the next steps of the NPT Grant for toddler's park refurbishment**

The change of request form has been submitted. The next steps were **RESOLVED, PROPOSED & SECONDED** that the asset committee set specification for agreed works and obtain required quotations. Asset committee to agree winning tender and refer to full council.

**A90: Date of next meeting** Thursday 20<sup>th</sup> November 2025.

**Meeting closed at 10:57am**

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## Finance Committee Meeting

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**Minutes of the Finance Committee meeting of Crynant Community Council held at Crynant Community Centre, 24 Woodland Road, Crynant, SA108RF on Thursday 16<sup>th</sup> October 2025.**

**In Attendance:** Clerk, Cllr. H Mortimer, Cllr Keir & Cllr Willcox

**77. To receive apologies for absence** Cllr Morris (work commitments)

**78. To receive public questions** None

**79. To receive any declarations of interest** None

**80. To approve the [Minutes Finance Committee 06-25](#)** It was **PROPOSED, SECONDED AND RESOLVED:** That the minutes of the committee meeting on Thursday 12<sup>th</sup> June 2025 were a true and accurate record.

**81. To review the [budget for the quarter 2025 – 2026](#)** Budget was reviewed and is a working document.

**82. To approve the [bank reconciliation for July and August for Current & Reserves](#)** Finance committee can see a discrepancy which has been verified. There was no updated reserves statement for the July & August period.

**83. To approve the [grant application form for Charites](#) ACTION:** Grant form be amended to include on number 3 and number 8 on the form to include a maximum of 250 words. It **was proposed, seconded and resolved** that the amended form be implemented with the policy starting November.

**84. To agree and implement the next steps of the NPT Grant for toddler's park refurbishment**

The change of request form has been submitted. The next steps were **PROPOSED, SECONDED & RESOLVED** that the Finance committee to agree choice and expenditures. Finance committee to agree winning tender and refer to full council.

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**85. To review the [NALC Financial Regulations 2025](#)** It has been reviewed and it was **proposed, seconded and resolved** to continue with the approved financial regulations from January 2025.

**86. Any other business (to include issues not directly covered under any of the above. These may not be described in the agenda but should be raised with the Clerk prior to the meeting)**

None

**87. Date of next meeting TBC**

**Meeting Closed at 10:05am**