

INTERNAL AUDIT REPORT
HAWARDEN COMMUNITY COUNCIL 2021/2022

Item 6

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>At the time of the internal audit, the Council had not completed the trust funds disclosure note on the accounting statement.</p> <p>The Council are in the process of ascertaining the trustee status of the Herbert Gladstone Recreation Ground Charity.</p> <p>Please see issue 1 in the 20/21 interim internal audit recommendations.</p>	<p><i>As the Council has not completed the trust funds disclosure note, we have selected 'not covered' in the Annual Internal Audit Report section of the annual return.</i></p>	<p>Noted; have chased up solicitors numerous times; will meet them personally on 9th June 2022.</p>
2	<p>A review of the asset register identified the following:</p> <ul style="list-style-type: none"> Ride on mower added to the asset register at gross cost of 1699 (inv VAT) Asset summary does not agree to the 'maintenance assets' supporting spreadsheet which shows a value of 137,975. The asset summary gives this value as 128,469. The total fixed assets is therefore incorrect. The total should be 1,109,662. 	<p><i>Asset register and annual return should be amended.</i></p>	<p>Noted and will be implemented.</p> <p>However the total for assets 2021-22 is £1,109,379 not £1,109,662 having reflected the net cost of the mower of £283.</p>

INTERNAL AUDIT REPORT
HAWARDEN COMMUNITY COUNCIL 2021/2022

3	The fidelity cover of £391,000 does not cover the maximum projected cash balances as at 31/3/22 of approximately £441,000.	<i>The Council should review the adequacy of the fidelity cover as part of their annual risk assessment.</i>	Already implemented. New insurance provides fidelity insurance at £500,000 as at 1 st June 2022.
4	The audit identified the following mis-posting in the nominal ledger: - Donation of £1014.74 incorrectly posted to allotment income rather than miscellaneous.	<i>Whilst the adjustment does not affect the balances on the annual return, it is important that the mis-posting is corrected so that the management information and future comparative figures are correct.</i>	Noted and adjusted.
5	The following errors were identified on the annual return: <ul style="list-style-type: none"> Fixed assets incorrect on annual return for 2020/21. Stated as 1,047,023 and should be 1,064,934 The s137 balance on the annual return is incorrect and doesn't agree to supporting records. 	<i>The annual return should be amended as follows: 2020/21 fixed assets 1,064,934 S137 note= £12,766</i>	Noted and adjusted.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2022

ITEM 7

Accounting statements 2021-22 for:

Name of body: Hawarden Community Council

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	295,706	342,583	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	268,976	283,311	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	134,499	151,682	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	251,986	261,106	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	104,612	166,373	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	342,583	350,097	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	9,001	7,792	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	344,403	347,225	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	10,821	4,919	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	342,583	350,097	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,064,934	1,109,379	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
14. Trust funds disclosure note	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">Yes <input type="checkbox"/></div> <div style="text-align: center;">No <input type="checkbox"/></div> <div style="text-align: center;">N/A <input type="checkbox"/></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">Yes <input type="checkbox"/></div> <div style="text-align: center;">No <input type="checkbox"/></div> <div style="text-align: center;">N/A <input type="checkbox"/></div> </div>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £__12,766__ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

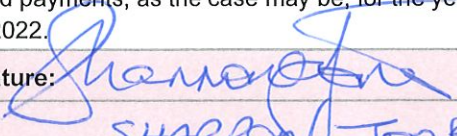
2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref:
Name: SHARON JONES	Chair of meeting signature:
Date: 18th MAY 2022	Name: Date:



Y Grŵp Adfer wedi Covid a Llywodraeth Leol
Covid Recovery & Local Government Group

Llywodraeth Cymru
Welsh Government

Eich Cyf/Your Ref:
Ein Cyf/Our Ref:

26 May 2022

Dear Colleague

The Finance & Governance Toolkit for Community and Town Councils

On behalf of the Task and Finish Group, I would like to thank you for taking part in the recent pilot to test a finance & governance toolkit for community and town councils.

I am very pleased to be able to share that the toolkit has been refined following the feedback given by pilot councils at the focus groups, and will be published in June. Your time and commitment to shaping the development of the toolkit is much appreciated.

Views shared at the focus groups were both positive and constructive, and indicated that the toolkit will be of value to clerks and councillors in a number of ways. We heard that using the toolkit helped to reassure that all is in place, or highlight where action is needed, and that it helped look more in depth and systematically at how the council is operating.

While the feedback at the focus groups was largely positive about the content of the toolkit, we received some useful comments to develop it further, and you will see those reflected when it is published. For example, we heard ideas about how the toolkit could be made easier to navigate; and how it would be important to emphasise to councils that they have flexibility in how they work through it.

We were also inspired by your thoughts on the different ways the toolkit could be used, from forming the basis for council away-day discussions on supporting continuous improvement, to serving as a handover or mentoring document for new clerks and councillors. You also shared some interesting ideas for encouraging and supporting others to use the toolkit through area committees and branch networks.

We hope your council will continue to use the toolkit and share your experience with others. We are keen to support the sector in making the best use of the opportunities that using the

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

toolkit can provide. If you have any suggestions of further support or guidance that would be helpful, please do let us know.

Your sincerely

Kevin Griffiths

Pennaeth, Partneriaethau Llywodraeth Leol / Head, Local Government Partnerships
Llywodraeth Cymru / Welsh Government

Hawarden Community Council
Planning Committee
13 June 2022

Item 13
(ii)

Planning Applications for consideration:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	NMA/000012 Ward: Hawarden Mancot	Application for a Non-Material Amendment to application reference 063587 (proposed single storey kitchen/sun room extension to rear). Simplifying Original Design. Making rectangular in shape, extending no more than 3 metres.	37 Hawarden Way, Mancot	A Wells
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**PLANNING DECISIONS MADE BY FCC FOR NOTING BY HAWARDEN
COMMUNITY COUNCIL**

Planning Application Number	Proposal	Address	Decision
064331 Ward: Hawarden Ewloe	Demolition of conservatory and construction of single-storey rear extension to form kitchen/sun lounge and two-storey side extension to form utility room, shower room at ground floor and extension to bedroom 3 at first floor	7 Ffordd Tegid, Ewloe	Approved Delegated Officer 26.05.22



**HAWARDEN COMMUNITY COUNCIL
CYNGOR CYMUNED PENARLAG**

1.	Author	Clerk and Financial Officer
2.1	Title of Report	Aston Bowling Club – Renewal of lease
2.2		Bowling Clubs – grant arrangements
3.	Purpose of Report	To provide council with an update on the position of the lease for Aston Bowling Club (ABC) and to review the rent and grant arrangements to the three bowling clubs within the community.
4.1	Background to this request	The 25 year lease for ABC expired in 2021 and the community council has been working with Flintshire County Council (FCC) Surveyors department and an individual solicitor to progress this matter.
4.2		The lease has finally been reviewed with comments from the Solicitor and ABC as per the attached copies.
4.3		Council is asked to consider and agree the comments.
5.1	Financial Implications	The cost to the community council for legal fees to FCC will be in the region of £400 as Hawarden Community Council lease the land from FCC then sub-lease to ABC.
5.2		The cost to ABC to the independent solicitor will be £700 plus VAT as the office were able to negotiate a reduced fee. (Usual charge is between £900 and £1,200.)
5.3		The community council currently provide an annual “grant” to ABC of £300 but then ABC repay this amount as a rental fee to the community council as they sub-lease the land from us.

5.4		This is an outdated and imprudent arrangement and appears unnecessary particularly when Mancot Bowling Club receive an annual grant of £200 (revised from £150 in 2019). Their rent is paid directly to FCC.
5.5		The Gladstone Bowling Club receive an annual grant of £200 which is then also paid back by the club in rent which again seems imprudent.
6.1	Environmental Implications	No environmental implications envisaged with this request but the use of green space as a bowling club enables outdoor sports and contributes to the well-being of users and spectators.
6.2		The bowling club may consider the use of synthetic bowling green
7.1	Decision sought by Council	To agree to the extension of the lease for a further 25 years or longer (pending advice from FCC Surveyor) with associated costs payable to the community council as outlined in 5.1 above.
7.2		To review the arrangements as set out in 5.3, 5.4 and 5.5 above.
8.1	Advantages of this proposal	ABC is a very successful bowling club with over 99 members comprising 60 male and 39 female members. There are 11 social members and 88 full members.
8.2		The renewal of the lease is a legal requirement.
8.3		The current arrangement of charging rent then repaying via a grant is imprudent and outdated.
9.	Disadvantages of this proposal	None. The renewal of the lease is a legal requirement between the three parties.
10.	Equality implications	The club actively promotes attendance from a diverse range of members within the community.

Firstly, I am very sorry for the delay in reply. I thought I had sent you a reply so apologies you have had to chase me. I meant to come back to you on the potential conflict point which has been cleared here so I can act for the Community Council .

I have also reviewed the current lease and my advice would be to modernise the lease with a new lease rather than a renewal of the current lease.

Can I recommend the Community Council consider the following points:

1. Rent – is this to stay at £300 or will the Community Council increase it ? The current lease envisages there being rent reviews but I guess this has never been implemented if the rent hasn't increased?
2. Rent review- do the Council want to have the ability to review the rent in the future?
3. Current condition – I appreciate there is a link and the beneficial nature of the bowls club but I should mention to the community council that they consider whether the property has been kept in good repair and whether any dilapidations liability that has occurred during the term of the current lease needs to be "rolled-over" into the new lease . By this I mean that when the new lease is renewed the tenant doesn't just lose any liability for any disrepair that has occurred during the term of the current lease.
4. Current trustees – do you have the details for the current trustees?
5. Buildings insurance – does the Council insure and if so is that cost to be recovered from the trustees of the club?
6. Third party liability insurance – I would suggest that the bowling club are made responsible for any third party liability .
7. Break rights – will the Council need rights to terminate the lease on notice (for example for any re-development in the future)?

Happy to have a call with you to run through the points.

Costs wise – we would normally charge a fee in the region of £950-£1,250 for preparing a new lease but I would propose to cap the costs for this transaction at £700 plus VAT and disbursements.

Kind regards

Ben Whiting Solicitor
Gamlins Law



Aston Park Road, Aston Park, Flintshire
CH5 1UA

Mr. Callum Beck,
Hon. Secretary of Aston Bowling Club

[REDACTED]

Ewloe,
Flintshire,

[REDACTED]

astonbowlingclub@gmail.com

[REDACTED]

30th March 2022

Ms. Sharron Jones,
Clerk and Financial Officer of Hawarden Community Council
Hawarden Community Council,
Council Offices,
113 The Highway,
Hawarden,
CH5 3DN.

Re: Aston Bowling Club's Sublease Renewal

Dear Sharron,

I am writing to inform you of the outcome of a review of the amendments proposed by Mr. Ben Whiting of Gamlins Law solicitors acting on behalf of Hawarden Community Council (H.C.C.), for the renewal of the original, now expired, sublease of Aston Bowling Club (A.B.C.), dated 22nd April 1998 by the Officers of Aston Bowling Club, namely Mr. Colin Smith (Chairman), Mrs. Linda Morris (Treasurer), and I (Secretary).

The Officers of the Club met on Tuesday 29th March 2022 to consider the proposals put forward by email on 24th June 2021 Re: Renewal of lease of Aston Bowling Club, Aston, Flintshire by Mr. Ben Whiting of Gamlins Law solicitors. I will detail the Officers of the Club's response to each of the proposals on a point-by-point basis as per the email:

1. The Officers are more than satisfied with the current rent rate of £300. Especially in the context of the current arrangement where A.B.C. enjoys annual grant equal to the sum of the rent rate imposed by the lease.

We are aware that the current arrangement we enjoy where H.C.C. grant us back the annual rent rate is not guaranteed and is at the discretion of the sitting council.



Aston Park Road, Aston Park, Flintshire
CH5 1UA

Therefore, in the interest of the members of A.B.C., and to safeguard the Club's limited funds, in the hypothetical case where a future sitting council decides to halt rent grants, the Officers would obviously like to see the rent rate of the renewed lease be minimised.

If H.C.C. are happy to continue to guarantee the rent rate grant to A.B.C. for the lifetime of the renewed lease, the Officers of the Club would fully support a recent proposal made by members of H.C.C. to scrap the needless transaction of rent payment from A.B.C. to H.C.C. and in return, grant from H.C.C. to A.B.C. in order to ease administrative burden for both parties. This would be A.B.C.'s preferred option.

2. In view of the preferred option above, the Officers of A.B.C. would prefer a situation which guarantees A.B.C. a rate which is equally matched by H.C.C. grant for the entirety of the renewed sublease term and guarantees the long-term financial stability of the Club. This is considering the positive social and health contributions A.B.C. makes to the residents of H.C.C.

If H.C.C. are still of the view of scrapping the symbolic transaction of rent from A.B.C. to H.C.C. and grant from H.C.C. to A.B.C. for the entirety of the renewed sublease, the need for this proposed rent review would become redundant. This is a decision H.C.C. will have to make as landlord of the Club property.

3. It is the Officers firm view that the Club is of sound condition and is in no way dilapidated. The Club, including the green, clubhouse, and surrounds are constantly maintained by Club members multiple times per week, 52 weeks of the year. In addition, the Club has enjoyed continuous investment and improvement over the last 25 years using Club generated funds for the benefit of its members and of the local residents of H.C.C. The Club is widely considered to be one of the best Crown Green Bowling facilities in Flintshire, and indeed, North Wales.

4. The current Officers of the Club are:

- a. Chairman – Mr. Colin Smith

[REDACTED], Aston Park, Aston, Flintshire, [REDACTED]

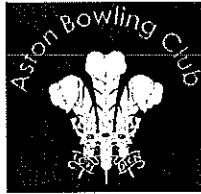
- b. Treasurer - Mrs. Linda Morris

[REDACTED], Aston Park, Aston, Flintshire, [REDACTED]

- c. Secretary – Mr. Callum Beck

[REDACTED] Aston Hill, Ewloe, Flintshire, [REDACTED]

5. Building insurance is currently, and always has been, the responsibility of the Club. The Club's current insurance provider is AVIVA.



Aston Park Road, Aston Park, Flintshire
CH5 1UA

6. Third party liability insurance is currently, and always has been, the responsibility of the Club. The Club currently has third party sports liability insurance with ENDSLEIGH.
7. This point is clearly for the consideration of H.C.C.

The view of the Officers is that we sincerely hope that both this council, and future sitting councils recognise the valuable and beneficial nature of the bowling club for the residents of H.C.C. and appreciate the quality of the facilities provided by the Club for its Members and the wider community. In addition, we hope that H.C.C. appreciate the competitive talent of A.B.C.'s members from a bowling perspective being one of the best sides in Northeast Wales. Therefore, we hope that the break rights that will be decided by yourselves should never need be enacted for the entirety of the term of the renewed lease.

I would like to impose a sense of urgency onto H.C.C. in dealing with this sublease renewal in a swift and timely manner. The Club is currently attempting to change over bank accounts from the HSBC to Lloyds due to new service costs implemented by HSBC in January 2022. We are currently in limbo with this switchover as Lloyds have requested to see a copy of the Club's lease. Our current lease, as you are aware expired on 22nd April 2021 and as such would not be acceptable to Lloyds. Until we are issued with the new lease, the Club is losing hard earned money needlessly to HSBC through service charges for the Club's day to day banking. Therefore, if you could expedite this matter in any way it would be greatly appreciated.

We would like to take this opportunity, in the Club's 25th Anniversary year since opening, to thank Hawarden Community Council for the continued and unwavering support of our Club and generosity. Without the support of H.C.C. our Club would not exist and the community would be in a much worse place. We look forward to the next 25 years of success for the Club and our community.

I look forward to your response and the council's timely rectification of the sublease renewal.

Best Regards,

Callum Beck
Hon. Secretary
Aston Bowling Club.



**HAWARDEN COMMUNITY COUNCIL
CYNGOR CYMUNED PENARLAG**

1.	Author	Clerk and Financial Officer
2.1	Title of Report	Gladstone Bowling Club
2.2		<ul style="list-style-type: none"> (i) Request for permission to install an outdoor covered seating area; and (ii) revision of funding arrangements subject to discussion on the ABC report earlier.
3.1	Purpose of Report	(i) To request permission for an outdoor covered seating area, in principle, subject to visuals and specifications; and
3.2		(ii) to consider the current funding arrangements for rent and grants, as per discussion on the earlier report about ABC.
4.1	Background to this request	Since the formation of the lease, the council has always requested rent of £200 from Gladstone Bowling Club. A "grant" has then also been given to the bowling club by the community council of £200.
4.2		This appears to be an imprudent arrangement and members are asked to reconsider this arrangement bearing in mind the current arrangement with ABC and that of Mancot Bowling Club where a grant is provided of £200 per annum.
4.3		The rent for Mancot is paid directly to Flintshire County Council.
5.1	Financial Implications	As outlined in paragraphs 4.1 and 4.2, and in the previous report on ABC, the financial implications are highlighted.
5.2		The community council is asked to reconsider the current arrangements to the bowling clubs.

6.1	Environmental Implications	No environmental implications envisaged with this request but the use of green space as a bowling club enables outdoor sports and contributes to the well-being of users and spectators.
6.2		The bowling club may consider the use of synthetic bowling green
7.1	Decision sought by Council	To review the current financial arrangements.
8.1	Advantages of this proposal	Bowling clubs are a crucial part of our local communities and encourage members of the community to engage with each other whilst undertaking physical activities and sports.
8.2		The current arrangement of charging rent then repaying via a grant is imprudent and outdated.
9.	Disadvantages of this proposal	None.
10.	Equality implications	The clubs actively promote attendance from a diverse range of members within the community.



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

Your Ref/Eich Cyf	
Our Ref/Ein Cyf	RR/LB
Date/Dyddiad	30 May 2022
Ask for/Gofynner am	Richard Roberts
Direct Dial/Rhif Union	01352 702466
Email/Ebost	richard.roberts@aura.wales

Dear Clerk,

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

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

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

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

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

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

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



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

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

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

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

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

- **Gladstone Playing Fields**

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

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

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Jones', with a long, wavy horizontal line extending to the right.

Paul Jones
Business Improvement & Performance Manager (Aura)

Accounts for Payment			
Jun-22			
Ref:	Method	Item	Cost
H/22/01	BACS	Thorncliffe - steel box section	£13.19
H/22/02	BACS	Compumedic - charger	£35.00
H/22/03	BACS	Compumedic - charger	£35.00
H/22/04	BACS	Paul Davies - hi viz trousers	£30.00
H/22/05	BACS	Clwyd Auto Electrical - starter motor	£42.00
H/22/06	BACS	BES - Electricity May	£142.73
H/22/07	BACS	New World Sports - goal posts x 2	£2,000.00
H/22/08	0825(KG)	Charlies - plants BBCC - tbr	£69.87
H/22/09	BACS	Hwdn Jubilee Allotments - annual insurance	£328.10
H/22/10	BACS	Clwyd Welding - work boots	£59.94
H/22/11	0825(KG)	Charlies - miscellaneous	£34.97
H/22/12	DD	EE - mobiles - April	£64.40
H/22/13	0825(KG)	J R Webster - miscellaneous	£95.62
H/22/14	BACS	J. Clark-Ew.Green Comm. Group-jubilee grant	£55.00
H/22/15	BACS	Cllr. R. Small - jubilee grant	£55.00
H/22/16	BACS	Mancot OAP Assoc. - jubilee grant	£55.00
H/22/17	BACS	Gladstone Bowling Club - jubilee grant	£55.00
H/22/18	BACS	Ewloe Over 50's Forum - jubilee grant	£55.00
H/22/19	BACS	Maes Pinwydd-Parc y Coed - jubilee grant	£55.00
H/22/20	BACS	Mancot Comm. Library Fund - jubilee fund	£55.00
H/22/21	BACS	Ewloe W.I. - jubilee grant	£55.00
H/22/22	BACS3	Lloyds Bank - June Salaries	£12,087.05
H/22/23	BACS	Clwyd Pension Fund - June Salaries	£4,743.29
H/22/24	BACS	HMRC - June Salaries	£4,918.55
H/22/25	BACS	Gorvins - transfer of land charges-Wood Lane	£3,126.50
H/22/26	BACS	Canda Copying - photocopier rental	£163.06
H/22/27	BACS	Canda Copying - photocopies	£163.81
H/22/28	BACS	Rospa - Annual play inspection reports	£1,584.00
H/22/29	BACS	BHIB - annual insurance	£3,282.80
H/22/30	BACS	Done & Dusted - May	£30.00
H/22/31	BACS	Get Logo'd - workforce clothing	£148.42
H/22/32	DD	Go To Technologies - annual payment	£136.80
H/22/33	BACS	William Hall & Co - rental Vickers Closing	£25.00
H/22/34	BACS	Chester Chain Co - mounted platform service	£144.00
H/22/35	BACS	Thorncliffe - steel box section	£234.48
H/22/36	BACS	Major Equipment - blade, groundsman	£167.88

H/22/37	DD	Air Liquide - cylinder rental	£16.09
H/22/38	DD	Onecom - Broadband + L/L	£102.82
H/22/39	DD	Scottish Power - pavilion/depot	£102.00
H/22/40	DD	Dwr Cymru - 113 The Highway - May	£24.18
H/22/41	DD	BES - Gas May	£73.00
H/22/42	BACS	Trebor Jones & Son - seat Zetor tractor	£336.00
H/22/43	BACS	Clwyd Welding - drill guard	£24.59
H/22/44	BACS	Clwyd Welding - primer	£39.00
H/22/45	DD	EE - mobiles - May	£64.40
H/22/46	BACS	PGS Training - Gas Safety Course N.D/W.E.	£708.00
H/22/47	BACS	Microshade - June	£106.20
H/22/48	1022(FG)	Amazon - data document redactor	£16.57
			£35,959.31

TOTAL:

Chair of Finance:

Chair of Council:

Item 20
(i)



HAWARDEN COMMUNITY COUNCIL

2022-23

POLICY FOR DEALING WITH INCOME

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



Item 20
(ii)

HAWARDEN COMMUNITY COUNCIL

FINANCE COMMITTEE – 13 JUNE 2022

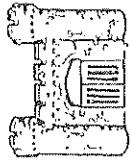
ANNUAL INVESTMENT STRATEGY 2022/2022

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

The Council will undertake the following categories of investment for the financial year 2022/2023:-

- Deposits in interest earning bank accounts at 30-days notice.
- Deposits in Fixed Rate Interest bank accounts with a maturity of no more than one year.

If any new investment instructions are proposed during the financial year 2022/2023 it will need to be approved by the Council.



HAWARDEN COMMUNITY COUNCIL

FINANCIAL RISK ASSESSMENT 2022-23

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood Of Occurrence H/M/L	CONTROLS
Loss or damage to physical assets (excluding footway lighting columns and play equipment)	Unable to use assets. Expense of replacing assets	H	M	Adequate Insurance Cover Up to date Asset Register Council Office and Depot are fitted with Alarm System Regular Maintenance Arrangements
Damage to third party property or individuals	Risk of legal action arising from injury or damage to third party property	H	M	Public Liability Insurance Regular maintenance of Physical assets Adherence to safe working practices

Loss of cash through theft or dishonesty	Council unable to provide services and meet its expenses Damage to reputation of Council	H	L	Fidelity Guarantee Insurance Internal controls to prevent and detect fraud Budgetary controls Regular reconciliation of bank statements to financial records
Provision of services through a partnership agreement	Works not being carried out in accordance with agreement	L	L	Bi-annual review meetings Monthly re-charge invoices would highlight any spend irregularities
Ad hoc provision of facilities/amenities for Events	Litigation by third party	H	M	Organisers of Car Boot Sales are required to provide proof of insurance cover Funfair Organiser is required to provide proof of Insurance Cover and valid Safety Certificates for each ride
Complaint that Contract is not fairly awarded	Investigation by External Auditor leading to increased fees, public interest report	H	L	Standing Orders and financial regulations in place dealing with awarding of contracts
Incurring 'ultra vires' expenditure	Local elector challenge, District Audit investigation/Public Interest Report	H	L	Recording in the Minutes the powers under which non-routine and Section 137 expenditure is approved

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

HCC Risk Assessment

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Keeping proper financial records	Council runs out of money Dishonesty by staff	H	L	Regular updating of receipts and payment ledger Regular bank reconciliation Sound Expenditure and Income policies in place Appointment of Internal Auditor
Proper, timely and accurate reporting of Council business in the Minutes	Unrecorded authorisation of action/expenditure. Challenge by local elector. Investigation by external Auditor. Public Interest report	H	L	Prompt and accurate recording of the Minutes. Minutes submitted to next Meeting for receipt and approval
Damage to footway lighting columns	Cost of replacement of column Lack of service to public	M	L	Most damage is caused by third party vehicles from whom reimbursement is claimed
Damage to Play Equipment	Replacement cost of equipment Reduced range of equipment for users	M	L	Most damage is low-level vandalism, which would fall below an excess figure

Supplier Fraud (procurement) including the adequacy of supplier onboarding controls. <i>Internal Audit recommendation (May 2021)</i>	Evidence of risk has increased Could potential pay a fraudulent supplier	H	M	<p>Robust policies and procedures need to be in place including:</p> <ul style="list-style-type: none"> • Staff training • Rigorous change of supplier details • Period review of supplier accounts • Checking address and financial health details with Companies House (particularly new suppliers) • Sample checks of online payments • Adequacy of insurance cover
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HCC Risk Assessment