

## **COUNCIL SUMMONS**

**You are hereby summoned to attend an EXTRAORDINARY meeting of the LLWCHWR TOWN COUNCIL to be held on Thursday NEXT the 18<sup>th</sup> June, 2020 , commencing at 10.00 am. The Meeting will be held on a remote basis in accordance with the provisions of the Local Authorities(Coronavirus)(Meetings)(Wales) Regulations 2020 and by means of Google Meet. Press and Public are invited to attend online but should give prior notice to the Clerk at [clerk@llwchwrTownCouncil.gov.uk](mailto:clerk@llwchwrTownCouncil.gov.uk) and detail any question they wish to submit. The agenda will be as follows-**

1. Apologies for absence.(Please submit in advance to the Clerk)
2. To receive disclosures of Personal Interests from Members under the Council's Code of Conduct.  
(Note: Members are requested to identify the item number and subject matter that their Personal Interest relates to. Where the Personal Interest is a Prejudicial Interest they must withdraw from the meeting while that item of business is discussed.)
- 3- To consider the Report of the Clerk (copy enclosed)

**Dated this 11<sup>th</sup> June,2020**

**N.G.Havard  
Clerk to the Council**

**Members of the Public and the Press can obtain any documents referenced on the Agenda from the Clerk prior to the Meeting by calling 01792-419121 or e mailing.**

**Agenda Item 3**

### **LLWCHWR TOWN COUNCIL FULL COUNCIL Date 18<sup>th</sup> June, 2020 Report of the Clerk**

#### **CONTENTS**

##### **1-Annual Return and Audit for the Year ended 31<sup>st</sup> March 2020.**

As Members will be aware the Town Council is subject to both an internal and external Audit each year and with particular reference to its accounts, governance and procedures.

The Process is commenced each year by the External Auditor forwarding the Annual Return Document together with an accompanying letter which sets out further requirements of the Auditor.

The Auditor's letter, from BDO and dated the 25<sup>th</sup> March 2020 is attached as Appendix 1. It may be worth noting that in the second paragraph the date from which electors can exercise their rights under the Public Audit (Wales) Act 2004 has been changed, because of the Covid-19 virus, to the 1<sup>st</sup> September 2020. A Notice to this effect has been placed on the Council's website since the 15<sup>th</sup> May 2020 and a copy is set out as Appendix 2.

With reference to the points on page 3 under the heading "Annual Governance Statement"-  
1-As stated the Notice has been on the Council's website since the 15<sup>th</sup> May; the Clerk will place further Notices in the Council's Notice Boards (from 12<sup>th</sup> June 2020)

2-This issue refers to the previous query raised by the Auditors in respect of the Council's Asset Register. Values in the Register are now frozen and the Register is approved by the AGM each year.

3 & 4-these will be supplied.

The next step is for the Council's Internal Auditor to confirm that the Council is operating as per its Financial Regulations and in accordance with the relevant financial and audit controls. In this respect the Clerk sets out the Internal Auditors Report as Appendix 3-reference is also made to the Internal Auditor's Report in the Annual Return commencing on page 6 of that Report.

The Clerk then completes the Accounting Statement of the Annual Return (Appendix 4) commencing on page 2-any Variances are set out in a separate document-see Appendix 5.

The Clerk then completes the Annual Governance Statement of the Annual Return as set out on pages 3 and 4 of the Return.

### **RESOLUTIONS REQUIRED**

1-The Accounting Statement set out in the Annual Return is approved

2-The Annual Governance Statement set out in the Annual Return is approved

3-The Mayor be authorised to sign the Annual Return as approved on behalf of the Council.

**Dated this 11<sup>th</sup> June, 2020**

**N.G.Havard**

**Clerk to the Council**