



CORRESPONDENCE FILE 1
(Pages 1 - 33)

Ordinary Meeting

21ain Mawrth / 21st March 2024

Mayor's Diary March 2024

Date	Fee	Start Time	Expected End Time	Name of Organisation	Details	Venue	Invitation Sent	Reply		Confirmed(C)/(TBC)
								Mayor	Deputy	
18/03/2024										
19/03/2024										
20/03/2024										
21/03/2024	6.45pm	8.15pm		ATC	Ordinary Meeting of the Council	Abergele Town Hall		Y		
22/03/2024	£20 ea	7pm	10pm	Rhyl Town Council	Mayor Cllr Jacquotle Mcalpine's charity quiz night	Rhyl Rugby Club, Ty Newydd Road, Rhyl LL18 4AQ	Y	Y		✓ and paid
23/03/2024										
24/03/2024										
25/03/2024										
26/03/2024										
27/03/2024										
28/03/2024										
29/03/2024					BANK HOLIDAY					
30/03/2024										
31/03/2024										
Mayor's Diary March 2024										
01/04/2024					BANK HOLIDAY					
02/04/2024										
03/04/2024										
04/04/2024										
05/04/2024	N/A	11am	1pm	Canolfan Dinorban Family Centre	Easter party for community and families	Canolfan Dinorban, Faenol Avenue, Abergele	Y	N	N	unable to attend
06/04/2024										
07/04/2024										
08/04/2024										
09/04/2024										
10/04/2024										
11/04/2024	6.45pm	8.15pm	ATC	GP&P Meeting of the Council	Abergele Town Hall		Y			
12/04/2024										
13/04/2024										
14/04/2024										
15/04/2024										
16/04/2024										
17/04/2024										
18/04/2024	6.45pm	8.15pm	ATC	Ordinary Meeting of the Council	Abergele Town Hall		Y			
19/04/2024										
20/04/2024										
21/04/2024										



Cyngor Tref Abergele Town Council

FORTHCOMING MEETINGS - MARCH/APRIL 2024

6th March 2024

All meetings will be held in the Town Hall and Council Offices, Llanddulas Road unless otherwise stated below. Members of the public are welcome to attend to observe the proceedings at these meetings.

Date	Time / Venue	Meeting	Officer
Monday 11 th March	6.45 p.m. Remote Attendance	Marketing & Promotion Sub Committee	FT
Thursday 14 th March	6.45 p.m. Hybrid Meeting	General Purposes and Planning Committee	RG/FT
Monday 18 th March	6.45 p.m. Remote Attendance	Events Sub Committee	RG/ME
Thursday 21 st March	6.45 p.m. Hybrid Meeting	Ordinary Meeting	ME/FT
Monday 25 th March	6.45 p.m. Remote Attendance	Executive Committee	ME
Thursday 11 th April	6.45 p.m. Hybrid Meeting	General Purposes and Planning Committee	RG/FT
Thursday 18 th April	6.45 p.m. Hybrid Meeting	Ordinary Meeting	ME/RG
*Thursday 25 th April	6.45 p.m. Hybrid Meeting	Place Plan Committee	PP/ME

* Date/time to be confirmed.

Other meetings:

27/4 Royal British Legion 100th Anniversary - Llanddulas RBL

CFIP2

ATC Clerk

From: Adam Walsh
Sent: 05 March 2024 15:34
To: Bleddyn R. Evans; Elen Edwards; Pauline Heap-Williams (ATC); Cllr Alan Hunter; Cllr Andrew Wood; Cllr Charlie McCoubrey; David Kelsall; Arwel.Williams2@gov.wales; Louise S. Atkinson
Cc: ATC Clerk; Lorraine Whalley; Sarah Ecob; Emma Roberts
Subject: Abergele Town Regeneration Programme
Importance: High

Good Afternoon,

I am sending the below on behalf of Emma Roberts regarding the future of the Abergele Town Regeneration Programme:

"You are receiving this email as you are currently a Programme Board Member on the Abergele Town Regeneration Programme.

As part of ongoing work to review & streamline programme and project structures and reporting and governance lines, it has been recognised that much of the work / projects that are reporting to the Town Regeneration Programme are also reporting to other Boards or consistently update on their progress at the relevant Local Area Forum.

It has therefore been proposed that the Town Regeneration Programmes close and merge with Local Area Forums, and any projects that report to them and are still live in turn report on their progress at the appropriate Local Area Forum. The projects that remain live will present recommendations to the other Boards they report to and subsequently Democracy if required.

By asking these projects to report on their progress at the Local Area Forum, we are ensuring that all Ward Members have the chance to receive updates on the projects that are 'live' in their area, get their queries answered and making it fairer for all involved.

As the Town Regeneration Programmes were established via Democracy, the decision to close them has to be agreed via Democracy. A report with this proposal will therefore be presented to Economy and Place Overview and Scrutiny Committee on 17th April 2024 and then will subsequently go to Cabinet on 14th May 2024.

If you have any queries regarding these changes, please contact Emma Roberts, Corporate Modernisation Manager - emma.roberts@conwy.gov.uk

Many thanks, Emma"

You will have received an invite to the final Board meeting on the 12th April where I will give latest progress updates and present the Programme closure report that will be presented to Scrutiny and Cabinet as per the dates above.

Kind Regards,

Adam Walsh,

Rheolwr Prosiect / Project Manager
Gwella a Datblygu Corfforaethol / Corporate Improvement & Development
Cyngor Bwrdeistref Sirol / Conwy County Borough Council

ATC Clerk

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 29 February 2024 15:15
To: Tracy Gilmartin
Subject: REQUEST FOR NOMINATIONS FOR THE KING'S NEW YEAR HONOURS 2025/ATGOF - CAIS AM ENWEBIADAU AR GYFER ANRHYDEDDAU BLWYDDYN NEWYDD Y BRENIN 2025
Attachments: Citation Guidance - Updated 2024 - English.pdf; Citation Guidance - Updated 2024 - Welsh.pdf; Citation Hints and Tips - Updated 2024 - English.pdf; Citation Hints and Tips - Updated 2024 - Welsh.pdf; Welsh Government Citation Form V3.7 (Oct 2023) - Welsh.docx; Welsh Government Citation Form V3.7 (Oct. 2023) - English.docx

Mae'r Neges hon Gan Anfonwr Allanol / This Message Is From an External Sender

Daeth y neges hon o'r tu allan i'ch sefydliad / This message came from outside your organization.

For your information / Er gwybodaeth i chwi

From: Sharon.Williams059@gov.wales <Sharon.Williams059@gov.wales> **On Behalf Of** Honours@gov.wales
Sent: Thursday, February 29, 2024 2:49 PM
To: Honours@gov.wales
Subject: REMINDER - REQUEST FOR NOMINATIONS FOR THE KING'S NEW YEAR HONOURS 2025/ATGOF - CAIS AM ENWEBIADAU AR GYFER ANRHYDEDDAU BLWYDDYN NEWYDD Y BRENIN 2025

CAIS AM ENWEBIADAU AR GYFER ANRHYDEDDAU BLWYDDYN NEWYDD Y BRENIN 2025

Ddwywaith y flwyddyn cawn gyfle i gydnabod yn gyhoeddus, drwy'r system anrhydeddau, rai o'r bobl niferus sydd wedi mynd y tu hwnt i'r hyn a ddisgwylir ganddynt er mwyn pobl Cymru. Rwy'n awyddus i sicrhau bod yr unigolion hynny sydd wedi gwneud cyfraniad eithriadol yn cael eu cydnabod. Felly, hoffwn ichi ystyried enwebu unigolion ar gyfer rhestr Anrhydeddau Blwyddyn Newydd y Brenin 2025.

Er nad oes unrhyw feini prawf penodol ar gyfer enwebiadau am anrhydeddau, byddem yn disgwyl bod y rhai a enwebir:

- Wedi gwneud cyfraniad y tu hwnt i'r hyn sy'n ddyletswydd arnynt;
- Yn cael eu cydnabod yn bobl eithriadol gan eu cymheiriaid a'u cydweithwyr;
- Lle bo modd, wedi gwneud cyfraniad ehangach y tu hwnt i ofnion eu swydd (nid yw gwasanaeth hir yn unig yn ddigon i wneud rhywun yn deilwng);
- Wedi ychwanegu gwerth gwirioneddol er budd Cymru, naill ai yn eu cymunedau lleol neu drwy helpu i godi proffil y wlad yn rhyngwladol;

REQUEST FOR NOMINATIONS FOR THE KINGS NEW YEAR 2025 HONOURS

Twice a year we have the chance to publicly recognise, through the honours system, some of the many people who have truly gone above and beyond for the people of Wales. I want to ensure those individuals who have made an exceptional contribution do not go unnoticed. So, I would like you to consider nominating individuals for the King's New Year Honours list for 2025.

There are no fixed criteria for honours nominations, but we would expect nominees:

- To have contributed above and beyond the call of duty.
- To be acknowledged as exceptional by their peers and colleagues.
- To have made, where possible, a wider contribution beyond the requirements of their position (long service on its own is not enough to merit an award).
- To have genuinely added value to Wales, either in their local communities or by raising the profile of Wales internationally.
- In some cases, to have undertaken community or voluntary service in addition to their career.

- Mewn rhai achosion, wedi ymgymryd â gwasanaeth cymunedol neu wirfoddol yn ogystal â'u gyrfa.

Y nod yw bod yr anrhydeddau a ddyfernir yn adlewyrchu Cymru gyfan, ei chymunedau, ei chefnidiroedd gwahanol, mewn sefyllfaoedd o adfyd ac o lwyddiant. Byddem am i'r enwebiadau gynnwys pobl o bob rhan o'r wlad, gan gynnwys o blith grwpiau â nodweddion gwarchoddedig, megis menywod, pobl anabl a phobl Ddu, Asiaidd ac Ethnig Leiafrifol, ond hefyd o gymunedau lle caiff gwaith da ei wneud, a hynny mewn amgylchiadau anodd yn aml, gan wneud gwahaniaeth o bwys i fywydau pobl. Dylid annog eich rhanddeiliaid a'ch cysylltiadau i gynnwys ystod eang o enwau yn eu hawgrymiadau ac i gynnig cymysgedd da o enwebeion ar bob lefel anrhydedd.

Wrth ysgrifennu enwebiad rhaid canolbwyntio ar effaith a chanlyniadau gwaith yr unigolyn. Rhaid i'r enwebiad hefyd gael ei gadw o fewn y terfynau a osodwyd gan Swyddfa'r Cabinet: ni ddylai fod yn fwy na 2700 o nodau gan gynnwys gofodau ac atalnodi. Mae'r canllawiau amgaaeedig, 'Anrhydeddu Pobl Eithriadol' ac 'Awgrymiadau a Chyngor', yn rhoi rhagor o fanylion a chyngor ynglŷn â sut i lunio'r geirda.

Dylech hefyd gynnwys dau lythyr o gefnogaeth wrth gyflwyno eich enwebiad.

Bydd angen cyflwyno enwebiadau yn electronig i'r Tîm Anrhydeddau: anrhydeddau@llyw.cymru erbyn **dydd Gwener 31 Mawrth 2023 am 23:59**.

Diolch

The aim is for the honours awarded to reflect the whole of Wales, its communities, its different backgrounds, its struggles, and successes. We would want nominations to include people from all of the country, including from groups with protected characteristics such as women, disabled people and Black, Asian and Minority Ethnic people, but also from communities where good work is done in often difficult circumstances and makes a meaningful difference to people's lives. Your stakeholders and contacts should be encouraged to include a wide range of names in their suggestions and to offer a good mix of nominees at all award levels.

When writing a citation, the focus must be on the impact and outcome this person has had. It must also stay within the limits set by Cabinet Office: the citation must be no longer than 2700 characters including spaces and punctuation. The attached guidance, 'Honouring Outstanding People' and 'Hints and Tips', provides more detail and advice on how to complete the citation.

Please also include two letters of support when submitting your nomination.

Nominations will need to be submitted electronically to the Honours team: Honours@gov.wales by **Friday 22 March 2024 at 23:59**.

Thank you

Sharon Williams

Public Appointments and Honours / Penodiadau ac Anrhydeddau Cyhoeddus

Welsh Government / Llywodraeth Cymru

E-bost / E-mail : Sharon.williams059@gov.wales

Sganiwyd y neges hon am bob feirws hysbys wrth iddi adael Llywodraeth Cymru. Mae Llywodraeth Cymru yn cymryd o ddifrif yr angen i ddiogelu eich data. Os cysylltwch â Llywodraeth Cymru, mae ein [hysbysiad preifatrwydd](#) yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn diogelu eich preifatrwydd. Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn anfon ateb yn Gymraeg i ohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. ----- On leaving the Welsh Government this email was scanned for all known viruses. The Welsh Government takes the protection of your data seriously. If you contact the Welsh Government then our [Privacy Notice](#) explains how we use your information and the ways in which we protect your privacy. 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.

ATC Clerk

From: Sara.Rees@gov.wales on behalf of IRPMailbox@gov.wales
Sent: 29 February 2024 10:24
To: IRPMailbox@gov.wales
Subject: Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol – Chwefror 2024 | Independent Remuneration Panel for Wales Annual Report - February 2024

Mae'r Neges hon Gan Anfonwr Allanol / This Message Is From an External Sender

Daeth y neges hon o'r tu allan i'ch sefydliad / This message came from outside your organization.

Bore da

Yn unol â gofynion Adran 147 Bil Llywodraeth Leol (Cymru) 2011, rwy'n atodi dolen i Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024.

Mae hwn hefyd wedi cael ei anfon at y Gweinidog Cyllid a Llywodraeth Leol a phartïon eraill â diddordeb.

Mae'r adroddiad ar gael drwy'r ddolen ganlynol:

Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol – Chwefror 2024.

Mae'r holl Benderfyniadau eraill a nodwyd yn 2022 i 2023 a 2023 i 2024 yn ddilys o hyd a dylid eu rhoi ar waith.

Byddai'r Panel yn gwerthfawrogi pe gallech roi gwybod i'ch aelodau am gynnwys yr adroddiad.

Roedd y Panel yn gwerthfawrogi'r holl ymatebion a gafwyd yn ystod cyfnod ymgynghori'r adroddiad blynyddol drafft a chafodd yr holl sylwadau eu hystyried.

Cofion cynnes,
Sara

Good morning

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, I attach a link to the Independent Remuneration Panel for Wales's Annual Report, February 2024.

This has also been sent to the Minister for Finance and Local Government and other interested parties.

You can find the report by using the following link:

Independent Remuneration Panel for Wales's Annual Report, February 2024.

All other Determinations set out in 2022 to 2023 and 2023 to 2024 remain valid and should be applied.

The Panel would appreciate if you could make your members aware of the content of the report.

The Panel were grateful for all responses received during the consultation period of the draft annual report and all comments have been considered.

Kind regards,
Sara

ATC Clerk

From: ATC Info
Sent: 27 February 2024 12:40
To: ATC Clerk
Subject: FW: CPLIL Bandiau Cyfraniadau 2024/25 - LGPS Contribution Bands 2024/25

Follow Up Flag: Follow up
Flag Status: Flagged

From: Glesni Gwilym Owen (CYLLID) <glesnigwilymowen@gwynedd.llyw.cymru>
Sent: 16 February 2024 15:49
To: ATC Info <info@abergeletowncouncil.gov.wales>
Subject: CPLIL Bandiau Cyfraniadau 2024/25 - LGPS Contribution Bands 2024/25

Mae'r Neges hon Gan Anfonwr Allanol / This Message Is From an External Sender

Daeth y neges hon o'r tu allan i'ch sefydliad / This message came from outside your organization.

Prynhawn da / Good afternoon,

O fis Ebrill 2024 mae trothwyon a chyfraddau cyflog cyfraniadau gweithwyr yn newid. Mae'r tabl isod yn darparu'r bandiau cyflog newydd a lefelau cyfraniadau gweithwyr a fydd yn berthnasol o 1 Ebrill 2024. Fe'i cyfrifir trwy gynyddu bandiau cyfraniadau gweithwyr 2023/24 gyda ffigwr CPI Medi 2023 o 6.7%, gyda'r canlyniad wedi'i dalgrynnu i lawr i'r £ 100 agosaf.

From April 2024 the employee contribution salary thresholds and rates are changing. The table below provides the new salary bandings and employee contribution levels that will apply from 1st April 2024. They are calculated by increasing the 2023/24 employee contribution bands by the September 2023 CPI figure of 6.7 % and then rounded down to the nearest £100.

Bandiau Cyfraniadau 2024/25 Contribution Table

Band	Tâl pensiynadwy gwirioneddol ar gyfer cyflogaeth / Actual pensionable pay for an employment	Cyfradd cyfraniad y brif adran ar gyfer y gyflogaeth honno / Main section contribution rate for that employment	Cyfradd cyfraniad adran 50/50 ar gyfer y gyflogaeth honno / 50/50 section contribution rate for that employment
1	Hyd at / Up to £ 17,600	5.50%	2.75%
2	£ 17,601 - £ 27,600	5.80%	2.90%
3	£ 27,601 - £44,900	6.50%	3.25%
4	£ 44,901 - £56,800	6.80%	3.40%
5	£ 56,801 - £ £79,700	8.50%	4.25%
6	£ 79,701 - £ 112,900	9.90%	4.95%
7	£ 112,901 - £ 133,100	10.50%	5.25%
8	£ 133,101 - £ 199,700	11.40%	5.70%

Mae eich cyngor yn dod o fewn cwmpas y cynllun gwirfoddol hwn.

Gallwch weld y llun a gwneud cais am un portread am ddim wedi'i fframio fesul cyngor gan ddefnyddio'r ddolen isod:

[URL Cynllun Portread Ei Fawrhydi y Brenin ar gyfer Cyngorau Cymuned, Tref a Dinas](#)

Unwaith y byddwn wedi derbyn eich manylion cofrestru, gallwch archebu a chyflwyno manylion dosbarthu.

Y dyddiad cau ar gyfer ceisiadau yw **dydd Iau, 28 Mawrth 2024**.

Darllenwch y [Cwestiynau Cyffredin](#) os oes gennych unrhyw gwestiynau penodol am y portread a'r cynllun ei hun.

Os oes gennych chi ragor o ymholiadau, anfonwch e-bost at hmkportraitscheme@cabinetoffice.gov.uk

Cynllun Portread Ei Fawrhydi y Brenin

Swyddfa'r Cabinet

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Free Portrait of His Majesty The King for Community, Town and City Councils in Wales

The accession of His Majesty The King marked a new chapter in our national story.

A new Reign means new national symbols as the face on our stamps, coins and banknotes gradually changes from Queen Elizabeth II to King Charles III.

Portraits of our past Monarchs also hang in public buildings across the United Kingdom.

... from local council offices right up to 10 Downing Street.

They are a visible reminder of the institutions that tie our United Kingdom together.

To celebrate the new reign of His Majesty The King, the Cabinet Office announced a government funded voluntary scheme throughout the United Kingdom to allow public authorities to apply for a free, framed portrait.

The scheme launched on 14th November, 2023 and is now open for applications from Community, Town and City Councils.

Your council falls within scope for this voluntary scheme.

You can view the image and apply for one free framed portrait per council using the link below:

[His Majesty The King's Portrait Scheme URL for Community, Town and City Councils](#)

Once your registration has been accepted you can place an order and provide delivery details.

The closing date for applications is **Thursday, 28th March 2024.**

Please refer to the [FAQs](#) for any specific questions about the portrait and the scheme itself.

For further queries, please email hmkportraitscheme@cabinetoffice.gov.uk

His Majesty The King's Portrait Scheme

Cabinet Office

Welcome to the ordering portal for His Majesty The King's Official Portrait



The UK Government is pleased to offer this portrait to
commemorate the accession of His Majesty King Charles

CF1P10

III.

Town, Parish and Community councils are eligible for this portrait at no cost to themselves and will have received a communication informing them how to request a portrait.

To begin the process of ordering your free portrait, simply register your details below (Please ensure you complete all the details requested in full).

We aim to authorise your registration within 24 hours, and once approved you will receive an email confirming your acceptance onto the scheme containing your log in details (please note this process may take up to a week in exceptional circumstances).

Once you receive your confirmation email, log into this ordering portal to place and complete your order. Once you have submitted, you will receive an email confirmation of your order.

Delivery of the portraits is expected between February and April 2024. Upon dispatch, you will receive an email notifying you that your order has been sent out which will include tracking information.

This portrait scheme will close on Thursday 28th March 2024 for new requests. Please ensure you place your order by this date

For any queries regarding the ordering process please email kingsportrait@cubiquitymedia.com

New User

Registration

* Required fields

* First Name:

Existing

User

Login

Email:

CPA P11

ATC Clerk

From: Marie Curie Cymru <Walesfundraising@mariecurie.org.uk>
Sent: 12 February 2024 15:37
To: ATC Clerk
Subject: Marie Curie Great Daffodil Appeal 2024

Mae'r Neges hon Gan Anfonwr Allanol / This Message Is From an External Sender

Daeth y neges hon o'r tu allan i'ch sefydliad / This message came from outside your organization.

Dear Clerk to the Council,

Every day of your life matters – from the first to the last. When you're living with a terminal illness, you feel that more than ever. The right care and support at the right time can make all the difference.

Whether it's terminal cancer or any other illness, we want people to be able to get the most from the time they have left.

Marie Curie Nurses work night and day, in people's homes across this community, providing hands-on care and vital emotional support.

Unfortunately, one in four people don't get the care and support they need at the end of their lives. We don't think that's good enough. The things people need aren't too much to ask; high quality care in the place they want to be, control of symptoms like pain and clear information from the start. So that, even at such a difficult, emotional time, people can feel in control. That's what Marie Curie has been giving people across the UK for 75 years, through our Marie Curie nurses, our hospice and other services, including bereavement support and providing information on end of life care.

We urgently need your support to make that possible, and wonder if **Abergele Town Council** might consider making a financial donation to our annual Great Daffodil Appeal, which raises vital funds to support our local services.

All money donated supports the local Marie Curie nurses, the Marie Curie Cardiff & the Vale Hospice, and local services in your area, so you can rest assured that in your community patients and families will directly benefit from your gift.

Kind Regards

Claire Phillips

Claire Phillips
Head of Fundraising

Marie Curie Cymru
Marie Curie Hospice Cardiff & the Vale
Bridgeman Road
Penarth
CF64 3YR

Tel – 02920 426068
walesfundraising@mariecurie.org.uk

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CP1P12




**Adran Yr Amgylchedd, Ffyrdd a Chyfleusterau
Environment, Roads & Facilities Department**

*Pennaeth Gwasanaeth
Head of Service - Geraint Edwards, BEng(Hons) CEng FICE*

Cyfeiriad Post / Postal Address: P.O. Box 1, Conwy, LL30 9GN

Gofynnwch am / Please ask for: ERF Advice Team

 **01492 575337**

 affch@conwy.gov.uk / erf@conwy.gov.uk

Ein Cyf / Our Ref:

Eich Cyf / Your Ref:

Dyddiad / Date: 03/2023

Dear Customer,

Important – New Trade Recycling and Waste Collection Charges 2024-2025

I am writing to inform you of updated trade waste and recycling service charges for 2024/2025.

These prices will be valid from 1st April 2024 to 31st March 2025, and I have included a leaflet outlining the new prices for you to review.

What can we offer you?

- All inclusive prices: no hidden charges for bin rental, Duty of Care notes, contract administration
- No VAT applied to your invoice
- A wide range of materials collected for recycling including paper, card, plastic, cans, glass bottles and food waste
- Friendly personal service from our trade waste team
- A range of containers to meet your needs

What should you do next?

If you are happy to continue with your current contract, there is no need to contact us, and your next invoice will include the new prices.

If you would like to discuss the new prices or amend your trade waste and recycling contract, please contact us before **31st March 31 2024** by calling 01492 575337 or by emailing erf@conwy.gov.uk.

Thank you for choosing Conwy County Borough Council as your trade recycling and waste provider, and we look forward to supporting your business in future

Yours sincerely,

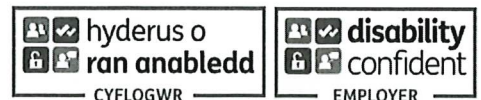
For G.B. Edwards
Head of Environment, Roads & Facilities

We welcome correspondence in Welsh. We will respond to any correspondence in Welsh which will not lead to a delay.



Prif Switsfwrdd / Main Switchboard: 01492 574000
www.conwy.gov.uk

Ni ddylid cyflwyno dogfennau llys drwy ffacs
Fax not to be used for serving proceedings



CP1P13

Trade Recycling and Refuse Charges 2024/2025

We offer a reliable, professional recycling and refuse collection service for Conwy businesses. The price you see is the price you pay per bin, per collection – there are no hidden charges for bin rentals or for your Duty of Care documentation.

The following prices apply to all trade waste services from 1 April 2024 to 31 March 2025

For more information, please visit www.conwy.gov.uk/traderecycling or contact us on erf@conwy.gov.uk or 01492 575337.

New legislation 2024

Trade Recycling Charges

240L cans recycling bin	£3.65
240L glass recycling bin	£3.65
* 240L paper recycling bin	£3.65
* 240L plastic recycling bin	£3.65
140L food waste recycling bin	£6.05
Food bags 30L – initial bags 25 rolls Free. Additional bags per box - 25 rolls	£50.00
Supply of domestic rolls – initial bags 40 rolls Free. Additional bags per box – 40 rolls	£40.00
660L cardboard recycling bin	£7.30
Single cardboard recycling sticker (minimum purchase of 25; one sticker per manageable cardboard bundle)	£4.25
* Trolibocs: boxes on wheels for paper, plastic, cans and glass (weekly collection; for suitable premises only)	£6.05
Food bags for domestic 5 rolls Free – Additional rolls (minimum 5 rolls)	£1.00
Schools only: cardboard collection	£3.05
Schools only: plastic collection	£3.05

* 189.80
* 189.80
* ~~189.80~~

* 314.60
1.00.

Trade Refuse Charges

240L refuse bin (weekly only)	£9.70
660L refuse bin (weekly only)	£19.40
1100L refuse bin (weekly only)	£32.10
* Trade sack (minimum purchase of 20)	£5.10
Trade sack/Label delivery	£6.05

* 265.20

Required ~~£1000.00~~
Budget £700

ATC Clerk

From: Rialtas_Customer.Accounts <customer.accounts@rialtas.co.uk>
Sent: 07 March 2024 14:50
To: ATC Clerk
Subject: Rialtas Year End Accountancy Closedown Service 2024 Registration

Mae'r Neges hon Gan Anfonwr Allanol / This Message Is From an External Sender

Daeth y neges hon o'r tu allan i'ch sefydliad / This message came from outside your organization.

Can't read or see images? [View this email in a browser](#)



2024 Year End Schemes

As the 31st March fast approaches, we are once again offering our services to assist all of our customers with a year-end closedown. Below you will find details regarding uptake of our 3 scheme options that we are launching.

Gold Scheme: 3-year contract commencing 1st April 2024 for closedown and annual support and maintenance. Preferred dates option. FREE webinar and Q&A. 2024 price 5% saving:

Income and Expenditure per set of accounts £868 £825 (ex VAT)

Receipt and Payments per set of accounts £569 £540 (ex VAT)

[Register for the Gold Scheme](#)

[Register for the Gold Scheme](#)

Silver Scheme: 2-year contract commencing 1st April 2024 for closedown.

Preferred dates option. FREE webinar and Q&A. 2024 price:

Income and Expenditure per set of accounts £868 £853 (ex VAT)

Receipt and Payments per set of accounts £569 £559 (ex VAT)

[Register for the Silver Scheme](#)

[Register for the Silver Scheme](#)

Bronze Scheme: 1 off year end service applicable to 2024 year end. 2024

price: Income and Expenditure per set of accounts £868 (ex VAT)

Receipt and Payments per set of accounts £569 (ex VAT)

[Register for the Bronze Scheme](#)

[Register for the Bronze Scheme](#)

****Original Loyalty Scheme**** This is the last year of the remaining loyalty scheme for Year End. Prior terms and conditions apply. If you are remaining on this scheme then please do complete the relevant form.



[Existing Loyalty Member Scheme](#)

[Existing Loyalty Member Scheme](#)

What Next?

Please review the terms and conditions and submit a completed copy of the form by **no later than Friday 15th December 2023**. Please note that we require a completed form from the list above in order to secure a year end closure for 2024. This will ensure that we can plan resources accordingly.

By joining the Gold or Silver Scheme the council will get preferential access to Year End Closedown dates. The council will be able to provide five preferred date nominations. In the event of date conflicts councils who sign up to the Loyalty Scheme first will be given the priority. Once a date has been confirmed from your preferred list, a request to change a date will be from our available dates at that time. A FOC Webinar will be held on **Wednesday 7th February** to provide updates/training/Q&A ahead of closedown (more details to follow in the New Year).

ATC Clerk

From: Rialtas_Customer.Accounts <customer.accounts@rialtas.co.uk>
Sent: 07 March 2024 14:47
To: ATC Clerk
Subject: FW: Rialtas Pricing 2024/25
Attachments: Rialtas Fees 2024_2025.pdf

Mae'r Neges hon Gan Anfonwr Allanol / This Message Is From an External Sender

Daeth y neges hon o'r tu allan i'ch sefydliad / This message came from outside your organization.

Dear Sir/Madame,

Firstly, a thank you to all of you for your continued custom over the past year.

We are emailing you with some important updates to our price list effective from 1st April 2024 (attached) and to update you with some key highlights from our exciting 1st year working under our parent company, Harris.

We have been working hard to continue to provide our customers with the best customer experience we can. We have been listening and responding to your feedback and working together internally as a team to apply best practices. Here's a few key points:

- **Enhanced Responsiveness:** Introducing a full time Business Development Manager to expedite responses to enquiries.
- **Expanded Training:** Launched new and relevant training content.
- **Interactive Grouped Demos:** to provide a comprehensive overview of our offerings.
- **Customer Feedback Initiatives:** Completed our first NPS survey – with a Webinar to follow in January 2024.
- **Operational Strengthening:** Welcomed a full time Administration and Finance Assistant.
- **Direct Engagement:** Customer visits on site to build more meaningful relationships.
- **Communication Improvements:** A revamped newsletter and a clear 'why' to keep you updated and aligned with our mission.
- **Customer Focused Forums:** Initiated feedback forums to foster direct communication.
- **Enhanced Visibility:** Increased our presence on social media platforms to keep you updated.

New in early 2024:

We are excited to announce forthcoming developments in our cloud services, online bookings portal and refreshed support content and resources.

Co-Terming:

This will be our first full year of co-terming and as per last year, please note that any customers wishing to add modules/users within the year, those costs will be applied on a pro-rated basis to 31st March 2025.

Costs:

We have aligned our pricing this year to ensure that we can keep increases to you at a minimum whilst also continuing to provide you with the level of service that you expect from us, and provision for growth and improvement within our products and services.

Year End Accountancy Closedown Service:

We will continue to operate our Year End Accountancy Closedown Service remotely. Details of a refreshed 'loyalty' scheme and instructions for booking will follow very shortly.

This document contains pricing for Rialtas Software modules, Support and Maintenance and Professional Services for 2024 to 2025.

Annual Support and Maintenance Charges Per Software Module:

Software Module	Support and Maintenance Fee Standalone PC (per annum)	Support and Maintenance Fee Networked up to 5 Users (per annum)	Support and Maintenance Fee Networked 6 - 10 Users (per annum)	Support and Maintenance Fee Networked 11-15 Users (per annum)
Alpha	£192	£277	N/A	N/A
Alpha - Making Tax Digital VAT Submission (Per Company)	£110	£110	N/A	N/A
* Omega Cashbook /ManAccs/ Annual Budgets	£357	£555	£784	£900
* Omega - Making Tax Digital VAT Submission (Per Company)	£110	£110	£110	£110
Phased Budgets	£192	£222	£252	£281
Sales Ledger	£192	£222	£252	£281
Purchase Ledger	£192	£222	£252	£281
Purchase Order Processing	£192	£222	£252	£281
Cemeteries Management	£275	£415	£530	£615
Memorial Management	£137	£165	£195	£225
** Cemeteries Sales Ledger	£192	£222	£252	£281
Facilities Bookings	£275	£444	£560	£675
Facilities Booking	£137	N/A	N/A	N/A
Google Calendar Integration				
Asset Inventory	£165	£249	£280	£309
Planning	£165	£277	£330	£376
Allotments	£192	£249	£308	£365
Allotments Inspection App Integration	£110	N/A	N/A	N/A

£1221.

Rialtas Cloud Fees:

- Rialtas Cloud Per User Per Year (1-5 users): £330 Per Year
- Rialtas Cloud Per User Per Year (6+ users): £277 Per Year

* From 1st April 2022 all VAT Registered Business including Councils are required to submit VAT via Making Tax Digital

Consultancy, Data Entry and Service Fees

We have found that our Finance Consultancy and our Data Entry Service for the accounts and administration packages are very popular. So please do not hesitate to contact us if you would like a quotation or would like any further information on our Databank service.

Service	Price
Adhoc Consultancy	Online £599 per day, £308 per half day
Regular Consultancy or Data Entry	Online £554 per day
Databank – Omega	£424 per annum for 12 monthly offsite backups and health check of the accounts
Databank – Alpha	£238 per annum for 12 monthly offsite backups and health check of the accounts

Year End Accountancy Closedown 2024

Our Year End closedowns are conducted remotely. This provides a saving for councils as there will not be mileage or accommodation costs incurred. Furthermore, the reduction in travel will significantly reduce the CO2 impact of this service.

If you are a new user and would like to know more about this service, please do not hesitate to contact us.

Consultancy	Price
ONLINE Year End Closedown and Annual Return Preparation (per set of accounts)	£868 per set of accounts for both Omega and Alpha (I&E)
ONLINE Year End Closedown and Annual Return Preparation for Alpha R & P (per set of accounts)	£569 per set of accounts for Alpha Receipts and Payments

Three year agreement.

CFIP19

Rialtas Training

Training is a highly useful tool that can bring an employee into a position where they can do their job correctly, effectively, and conscientiously. At Rialtas we enjoy providing training to increase the knowledge and skills of our customers so that they can use the Rialtas Suite to its full potential. We wanted to remind all customers of the existing and new methods to access training.

A. Customer Support Portal (Included with Support and Maintenance)

The Rialtas Customer Support Portal includes the free Knowledge Base that all customers have access to. This provides searchable access to hundreds of topics via various delivery methods, such as:

- Training Videos
- Webinar Recordings
- Frequently Asked Questions
- How To's
- User Manuals and Documentation

B. Training

All Group Training dates are published on our website: <https://www.rialtas.co.uk/training-events/>

If you are looking for tailored or one-to-one training, we have pay as you go options available:

- Online Training (Half Day / 3.5 Hours): £280 per council (max 4 candidates, £70 per delegate thereafter)
- Online Training (Full Day / 7 Hours): £520 per council
- Online Group Training (Full Day): £257 per person.
- Online Group Training (Half Day): £134 per person

Our Payment Terms and Invoices

In order for us to operate we do require that all of our invoices are paid within 30 days. Therefore, I want to remind all customers, that all invoices are now issued only via email in PDF format. These emails come from customer.accounts@rialtas.co.uk, so please ensure you action these emails so that your account does not go overdue. We no longer issue any invoices via the post.

Where invoices need to be chased for payment, we will now charge an administration fee of £10 per invoice. Please ensure that you notify us of any change to your email address to customer.accounts@rialtas.co.uk.

Christmas Support Cover – Advance Notice

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

Membership of One Voice Wales 2024/25

I am writing to invite your council to renew its membership to join One Voice Wales from April 2024. Once again, the past year has seen many positive developments to our services and for the community and town council sector in general, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meet with the Minister for Finance and Local Government Rebecca Evans MS and we continue to represent the sector on the **Local Government Partnership Council**. During 2023-24 we have once again made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda amongst others. We have maintained and further enhanced our working relationships with the Welsh Government, Welsh Local Government Association (WLGA) and the WCVA strengthening the voice of the sector within the public services family in Wales and improving working relations with the Third Sector.

One Voice Wales continues to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **Climate Change Panel, Ystadau Cymru Working Group, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageing, Welsh Government Diversity in Democracy Working Group, Welsh Government Democratic Health Task and Finish Group, Older Persons Commissioner Age Friendly Steering Group, Welsh Government Advisory Board on Resourceful Communities as well as Understanding Welsh Places Advisory Board**. One Voice Wales is playing an ever-increasing role in the development of resources for the sector, for example, through our **Local Places for Nature Officer** in our team who has helped hundreds of councils to date on environmental projects and issues; and following funding off Public Health Wales via Save a Life Cymru we were able to establish the post of **Community CPR and Defibrillator Manager** in the team who helped hundreds of community and town councils in 2023/24 in developing this critically important agenda. We also played a significant role working with the Welsh Government and SLCC colleagues in the development of a **Finance and Governance Toolkit** for the sector which will help to drive up standards of working practice. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel, Public Services Ombudsman and Audit Wales**. So, our ability to influence key stakeholder organisations continues to grow year on year.

In 2023/24 we were successful in our funding bid to the Welsh Government to recruit a Digital Project Manager and a Cost-of-Living crisis support team. Justin Horrell is delivering on a project plan to support councils in relation to digital approaches and will be instrumental in helping us develop a new website that will provide member councils with a wealth of up-to-

Llais Cynghorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales

Ebost/Email: tjilmartin@onevoicewales.wales

Gwefan/Website: www.unllaiscymru.org.uk / www.onevoicewales.org.uk

CFIP21

date information include practice guidance in an easily accessible format. Our new Cost of Living crisis support team will be delivering on a project plan designed to support councils with a range of issues linked with the ongoing cost of living issues faced by communities in Wales. The funding will continue into the next two financial years.

Our representational role means that ***we have a direct interface not only with the Minister for Finance and Local Government but other Ministers*** where our sector's remit extends. During 2023-24 we made several representations to the ***Minister for Climate Change*** on a range of matters - on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, the role community and town councils can play in town regeneration and community planning, how the sector can support the decarbonization agenda, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2023-24 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2024-25.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 90% (89% previous year) of all councils in membership of One Voice Wales, or 670 (653 previous year) out of the 732 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2024-25.
- Through our Local Places for Nature Officer post, we have enabled over £1m of funding to be accessed by Community and Town Councils across Wales with a further £500,000 of projects having been worked up for 2023/24.

As current members are aware, we provide the following services outlined below, and we are aware from feedback from our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E- Newsletter***' and wider forms of communication on social media by our new Communications Officer
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2023-24 with the continued successful delivery of webinar-based training. Under the auspices of the **National Training Advisory Group**, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. To date it is very pleasing to see councils actively engaging in developing their skills and abilities as the sector's role grows in importance.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2023-24 – **at year end we had 670 local councils in membership or 91.5% of all community and town councils**.

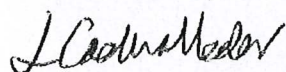
I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector, provide high-class information, and support service for our members.

For your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please return the attached Membership Form by email or to our office in Ammanford – the address is at the top of this letter.

If you have any further queries relating to membership, please contact the office on 01269 595400 / 07917 846510 or email: tjilmartin@onevoicewales.wales

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2024-25.

Yours sincerely,



Lyn Cadwallader
Chief Executive

CF1P23



One Voice Wales
Invoice / Membership Form 2024-2025
Membership runs from 1st April to 31st March

Name & Address of Council – These are the details that we hold on our database please amend if they are incorrect

Mrs Mandy Evans, Clerk
Abergele Town Council
Town Hall
Llanddulas Road
Abergele
LL22 7BT

Tel numbers/s: 01745 833242 /
E-mail address: clerk@abergeletowncouncil.gov.wales
Website: www.abergele-towncouncil.co.uk

Please provide details of your Chairperson:

Name:
Email:
Telephone number/s:

Correspondence from us will be sent to you Bilingually unless you specify either English or Welsh

Membership Fee: **£2395**

Based on 5842 chargeable dwellings @ **£0.41p** per dwelling
(This figure is based on the Valuation List, not the Electoral Register)

Bank details - Account number: 16689360 Sort code: 30-94-85

Cheque to One Voice Wales 24c College Street, Ammanford, Carmarthenshire, SA18 3AF
or e-mail: tgilmartin@onevoicewales.wales Tel: 01269 595400

I confirm that my Council has decided to join One Voice Wales for 2024/2025

Clerk to the Council/RFO

Signed:

Please print name:

Mr / Mrs / Ms / Miss (Delete as applicable)

CFIP24

TO ABERGELE TOWN COUNCIL
FAO MRS M J EVANS - CLERK
TOWN HALL AND COUNCIL OFFICES
LLANDDULAS ROAD
ABERGELE
CONWY
LL22 7BT

At/Re: TOWN HALL
LLANDDULAS ROAD
ABERGELE

RECEIVED
12 MAR 2024



633555300500001300309089

Dyddiad yr hysbysiad
Date of notice

11.03.2024

BY ATC

Eich Cyf:
Your Ref:

130030908

Math / Type: Offices, Office and Premises

Rhif / Ref: 105006566070

Gwerth Trethiannol	15250	Rateable Value
Y Lluosydd Am y cyfnod	0.562	Multiplier for the period
Cyfnod Diwrnodau	01.04.2024 - 01.04.2025 365	Period Days
Debyd Treth Annomestig	15250 x 0.562 x (365 / 365) = 8570.50	Non Domestic Debit
LLAI		LESS
Debyd Net	8570.50	Net Debit
*** SWM SY'N DALADWY ***	8570.50	*** AMOUNT PAYABLE ***

Diolch am ddewis talu
drwy Ddebyd Uniongyrchol.

Thank you for choosing to
pay by Direct Debit.

Dyddiad/Date	Swm Dyledus/Amount Due
28.04.2024	£857.50
28.05.2024	£857.00
28.06.2024	£857.00
28.07.2024	£857.00
28.08.2024	£857.00
28.09.2024	£857.00
28.10.2024	£857.00
28.11.2024	£857.00
28.12.2024	£857.00
28.01.2025	£857.00

Sut i dalu: DEBYD UNIONGYRCHOL

How to pay: DIRECT DEBIT

CF1P25

Town & County Forum meeting 7/2/24

The Leader provided an overview of the budgetary situation, stating that this was the biggest challenge ever and that the cuts get deeper year on year. The Council tax rate and the low reserves are a factor. The schools are struggling and there will be cuts in areas where cuts can be made. Decisions must be made to support the most vulnerable in society.

Partnership working with Town & Community Councils is the way forward.

If a S114 is issued then a Commissioner would be appointed to enforce and extremely hard cuts would be implemented. No extra funding would be allocated. The Commissioner would be appointed by the UK Government.

How can Town & Community Councils work in partnership with CCBC?

Decisions by a Town Council to decide on what they are willing to take on to continue with a service in their community.

Melissa Davies, is the new point of contact for Town & Community Councils.

Libraries are out to consultation and different solutions may have to be agreed between Town & Community Councils.

A programme of engagement will take place

A Capital case is been made for playgrounds and SPF funding has been awarded.

Key funding up to £10k can be applied for by Town & Community Councils. If required contact Elen or Melissa for support. CVSC are running courses to write an application for funding.

Llais provided a presentation and happy to attend future meetings of the Town Council if desired.

20 mph – Town & Community Councils are requested to invite that their communities respond to traffic@conwy.gov.uk with their views.

CF1P26

**INTERNAL AUDIT REPORT – INTERIM
ABERGELE TOWN COUNCIL – 2023/2024**

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

CP1P27

INTERNAL AUDIT REPORT – INTERIM
 ABERGELE TOWN COUNCIL – 2023/2024

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The 22/23 accounts included a creditor of £4,232 for the repayment of a National Lottery grant. The reversal of the grant creditor in the 23/24 accounts has been made to an income code and the payment of the grant has been posted to an expenditure code. As a result both income and expenditure are overstated by £4,232.	<i>An adjustment should be posted to the ledger before the year-end accounts to correct this posting and ensure that income and expenditure are not overstated.</i>	<i>Amended on system 8/3/24</i>
2	Testing of payments included a payment to the Royal British Legion poppy shop for poppy wreaths. The receipts shows that £16.66 of VAT has been charged but a VAT receipt had not been provided and it appeared that the transaction had been posted into the ledger gross of VAT.	<i>When VAT is charged, a VAT receipt should be obtained from the supplier.</i>	<i>VAT receipt obtained and Invoice amended on system to reclaim the VAT.</i>
2022/23 internal audit recommendations			
1	The reversal of the 2021/22 payroll agency creditor totalling £739.78 has been made incorrectly against the salaries	<i>The annual return should be amended as follows: Total staff costs = £162,417 Total other payments = £197,910</i>	<i>Annual return amended prior to internal audit signing of annual return.</i>

CF1P28

INTERNAL AUDIT REPORT – INTERIM
 ABERGELE TOWN COUNCIL – 2023/2024

	ledger code resulting in staff costs being understated by this amount.		
2	The Clerk informs the payroll agent of changes to staff salaries.	<i>The Chair should be copied into any emails informing the payroll agent of changes to staff salaries.</i>	Outstanding <i>will be implemented moving forward</i>
3	Total fixed assets has decreased by £1542. The Clerk has provided a list of movements on the asset register, however this only accounts for a change of £524.73.	<i>The movements on the asset register should be reconciled to the asset register to ensure that the register is accurate.</i>	To be followed up at year-end audit.
2022/23 interim internal audit recommendations			
1	The Council have introduced a credit card in 22/23. The financial regulations do not state the controls over the credit card only a debit card. The financial regulations do not state the monthly and individual transaction limits in place, controls over physical security and the reporting of transactions to Council.	<i>The financial regulations should be updated to include controls over the use of the credit card.</i>	Outstanding – financial regulations have not been updated. <i>To be amended</i>

CF1P29

INTERNAL AUDIT REPORT – INTERIM
 ABERGELE TOWN COUNCIL – 2023/2024

2	<p>Payments are approved by Council in a supporting schedule (schedule A) which is not included within the minutes. The total amount of payments approved has not been stated in the minutes for May 2022.</p> <p>The August minutes approve total payments of £18,920.74, however this does not agree to the supporting schedule showing total payments of £17,564.66.</p>	<p><i>When the Council approve payments in a supporting schedule they should state the total amount of payments approved within the minutes, this should agree to the total payments on the supporting schedule.</i></p>	<p>Implemented – this has not occurred for payments reviewed in 23/24.</p>
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CF1P30

Engagement Letter for:

JDH Business Services Limited is pleased to accept appointment as your internal auditor in accordance with the terms and conditions described below.

1.) Respective responsibilities of Council and Internal Auditors

i.) The Council – your responsibilities

- a) As members of the council, you are required to prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) You are responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) You are responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) You are responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

You have undertaken to make available to us, as and when required, all the council's books of account and records and related information necessary to carry out our work. You will make full disclosure to us of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us orally during the course of our work.

ii.) **Internal Audit – Our Responsibilities**

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective., and that it has a sound system of internal control. The scope of internal audit is summarised in the Annual Return for Local Councils as follows:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

2.) Reporting

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

3.) Independence and Objectivity

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

4.) Fees

Our fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Our terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

5.) Period of Appointment

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

6.) Agreement of terms

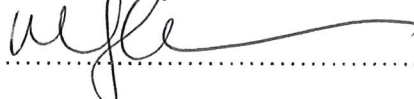
The terms set out in this letter and our general terms of business shall take effect immediately upon your countersigning this letter and returning it to us or upon commencement of the internal audit, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately.

Yours

JDH Business Services Ltd

I/We confirm that I/We have read and understood the contents of this letter and agree that it accurately reflects the services that I/We expect you to provide.

Signed..........Dated.....13/3/24.....

For and on behalf of the Council