



Yscir Community Council

Clerk

Mike Westhorpe, Far Cottage, Penoyre, Cradoc, Brecon, Powys LD3 9LP
01874 623774 m.westhorpe@gmail.com

A meeting of Yscir Community Council will be held on:

Wednesday 27 March 2019 at 7.30pm at Cradoc Golf Club

Planning applications (if any) on view from 7:15 p.m. together with applications received after issue of the agenda

AGENDA

- 1) Apologies for absence
- 2) Declarations of Interest
- 3) To confirm the Minutes of the Council Meeting held on 23 January 2019
- 4) Information from Minutes - Clerk's Report
- 5) To note Wales Audit Office Reports on Financial Management and Governance – Town and Community Councils 2017-18 and Internal Audit Arrangements at Town and Community Councils in Wales (circulated by email)
- 6) Risk Assessment Review
- 7) Internal Audit Review and approval of letter of appointment of internal auditor
- 8) To approve the Emergency Plan previously circulated by email
- 9) To receive the report on the meeting about reducing speed of traffic through Aberyscir and to make suggestions for the siting of pedestrian warning signs.
- 10) Financial Matters
 - 10.1 To approve the clerk's hours and expenses for January and February plus expenses for working from home
 - 10.2 To renew membership of One Voice Wales
 - 10.3 To authorise the following payments:

Cheque	Payee	Description	£ exVAT	VAT	Total
247	Mr M Westhorpe	Clerk's use of home, expenses	£208.00	0	£208.00
248	Mr M Westhorpe	Clerk's Pay for January and February	£197.59	0	£197.59
249	Mr M. Westhorpe	Clerk's Expenses	£5.40	0	£5.40
250	One Voice Wales	Membership	£66.00	0	£66.00
251	Wales Audit Office	External Audit Fee	£182.75	0	£182.75

10.4 To note the financial position of the Council as contained in the cashbook and budget monitoring spreadsheet (enclosed)

10.5 To note that the Clerk's pay (SCP 22) will increase from £10.953 per hour to £11.22 per hour from 1 April 2019 as per the national pay award

- 11) To receive an update from the Clerk concerning the proposed war memorial and to determine further action
- 12) To determine whether to grant funds for a new marquee roof for the Sports Committee
- 13) To consider the revised garden waste collection arrangements by Powys County Council
- 14) To consider whether to pass a motion stating that that Yscir will not volunteer to host an underground nuclear waste dump. (email previously circulated)
- 15) To approve the draft Newsletter and determine distribution arrangements
- 16) To determine a date for the Spring litter pick
- 17) To receive an update about Cradoc School (Cllr Iain McIntosh)
- 18) To receive an update about the Dyfed IT broadband project (Cllr Iain McIntosh)
- 19) Hedge Cutting debris left on roads (Cllr Bob Wood)
- 20) Noise nuisance caused by barking dogs in Aberyscir (Cllr Bob Wood)
- 21) Correspondence
 - a) Children's Wales Air Ambulance Appeal - request for financial assistance**
 - b) Llangollen International Music Eisteddfod - request for financial assistance **
 - c) Urdd National Eisteddfod - request for financial assistance**

PCC = Powys County Council; BBNPA = Brecon Beacons National Park Authority

* circulated by email

** received by email but not circulated

- 22) Any planning applications that arrived after the papers were sent out.
- 23) Issues to be raised with Powys County Council
- 24) Confirmation of date and times of next meeting: **Wednesday 8 May 2019** (7.30pm) at Cradoc Golf Club



Michael Westhorpe
Clerk to Yscir Community Council

YSCIR COMMUNITY COUNCIL

Minutes of the Council meeting, held on 23 January 2019,
at 7.30pm at Cradoc Golf Club

Councillors present: Valerie Davies
Geoff Watkins
Tess Birtles
Dilys Davies
Kate Dunning
Jane Price

Also present: Michael Westhorpe (Clerk)
Cllr Iain McIntosh

1. Apologies for absence

1.1 There were apologies for absence from Cllr Bob Wood

2. Declarations of Interest

2.1 There were none.

3. Minutes of the Meeting held on 21 November 2018

3.1 It was agreed that the minutes should be signed as a true and accurate record of the last meeting.

4. Information from Minutes - Clerk's Report

4.1 Under 4.1 the Clerk reported that official Wigwam signs had now been installed by the bridge at Aberyscir

4.2 Regarding 14.1, the Clerk reported that Ben Humphreys from Powys County Council had confirmed that a gate would not be allowed on the Green Road, citing s147 of the Highways Act 1980. It was suggested that the householder could put unofficial warning signs near the property asking cyclists to slow down.

4.3 The Clerk reported that the bid to improve rights of way had been unsuccessful. He was trying to find out how many councils had applied and the reasons why Yscir was not chosen to be part of the project.

5. To determine whether to provide financial support to the Sports Committee for the replacement of the marquee roof

5.1 A request had been received from the Sports Committee to replace the marquee roof which was thought to cost in the region of £450. The Council recognised the value of the community events provided by the Sports Committee and agreed to provide support. The Clerk was asked to write to the Sports Committee asking for three quotes (if possible) for a replacement roof. In the event of there being only one supplier it was recognised that a single quote would have to suffice.

6. To consider whether to have a war memorial for Yscir and Trallong

6.1 It was reported that there was a plaque on the wall in Aberyscir Church dedicated to those who fell in the First World War and there was a private family memorial in Trallong Church

6.2 After discussion the following conclusions were reached:

- a) there was support for a memorial to those who had fallen in all conflicts;
- b) the memorial could be a seat with a plaque nearby;

- c) the plaque would probably not name the fallen but would be worded more generally
- d) Aberyscir Church and Common were considered as possible sites for the memorial with a preference being expressed for Aberyscir Common;
- e) the Clerk was asked to investigate the cost of a bench and a stone and the possibility of having a memorial on the Common.
- f) it was suggested that this would be a suitable project for the possible community donation
- g) an existing stone near the trig point on Aberyscir Common would be investigated to see if this was in fact an old memorial

7. Councillors to return forms indicating whether they will be claiming the £150 member allowance or not and to determine a travel expenses policy.

- 7.1 Councillors decided not to accept the £150 allowance but did agree that travelling expenses would be paid at 45p per mile for attendance at training courses or for work undertaken on behalf of the Council.

8. Financial Matters

- 8.1 The clerk's hours (27), pay (£233.81) and expenses (£39.95) for October and November were approved.

- 8.2 Payment to Brecon Town Council (£100), website hosting (£195), Cradoc Golf Club (£20) the Information Commissioner (£35) and HMRC (£71) for PAYE for October to December was approved.

- 8.3 The Council noted that the cashbook showed a balance of £3468 after the above expenditure in 8.1 and 8.2 is accounted for. The budget monitoring statement predicted an end of year balance of around £2,621.

- 8.4 An analysis of the Clerk's hours since 2013 was presented. In 2018 he worked 166 hours, down from 178 in 2017. The analysis was noted.

- 8.5 The draft budget paper was discussed. The following additional expenditure was allowed for in the 2019 budget:- £500 for the marquee roof, £50 for Councillor travel expenses, £100 for supporting the tourist signposting service operated by Brecon Town Council, £70 for refreshments after the litter pick. No provision was made for a war memorial but if necessary funds could be taken from the available balance and/or a fundraising event. It was decided to set a precept of £14 on a band D property which would generate an income of £3,656 and result in a projected balance in March 2020 of around £2,260.

9. To determine arrangements for the Spring Newsletter

- 9.1 It was agreed to set a deadline for the receipt of copy of 10 March 2019. It was hoped to produce a draft newsletter for the next meeting on 27 March. Cllr Jane Price would contact Margaret Rees regarding the WI article. Cllr Dilys Davies would provide a telephone number for the Young Farmers. Cllr Iain McIntosh would provide an article and it was suggested that the Sports Committee be asked for an article. The school, golf club and vicar would be asked to provide an article as usual.

10. To determine if a response should be made to PCC consultation on Supplementary Planning Guidance on Landscape and Renewable Energy

- 10.1 Cllr Iain McIntosh pointed out that the Ministry of Defence had a 10km exclusion zone around their training ground preventing wind farm applications; this would extend a long way into Yscir. After a brief discussion it was decided not to submit a response.

11. Correspondence

- a) BBNPA consultation on rights of way**
- b) Welsh Government response to reform of community and town councils**

PCC = Powys County Council; BBNPA = Brecon Beacons National Park Authority

* circulated by email

** received by email but not circulated

12. To consider pot holes in Fennifach

- 12.1 Cllr Tess Birtles reported that some residents had mentioed to her about the poor state of the road to Fennifach. Cllr Iain McIntosh said that he was aware of this and after the last frosts he would be chasing Powys County Council to undertake repairs. Cllr Tess Birtles said that she would inform the residents and check that they had emailed Iain about the potholes.

13. To consider the lack of broadband in Aberyscir

- 13.1 Cllr Tess Birtles reported that some of her neighbours were desperate for an improved service. Cllr Valerie Davies mentioned a service that was now available through EE. Cllr Iain McIntosh provided an update on the Dyfed IT broadband project. The next areas to be rolled out were Cradoc and Battle with about 80 properties having been installed so far. There had been some communication difficulties. Some people were near the end of their grant period; Iain agreed to talk to Welsh Assembly Government about this.
- 13.2 Cllr Jane Price thanked Cllr Valerie Davies for her work maintaining the Facebook page.

14. Consideration of any planning applications received after the agenda was circulated

- 14.1 There were none.

15. Issues to be raised with Powys County Council

- 15.1 Cllr Dilys Davies asked about gritting. Cllr Iain McIntosh reported that he had been pressing for more gritting but that there was no chance of getting anything other than the main roads and the road to Cradoc School gritted.
- 15.2 Cllr Tess Birtles asked about what was happening to the area by the Crug as the remaining gravel was an eyesore. Councillors offered to remove the gravel! Cllr Iain McIntosh agreed to raise this with Lyn Parry.
- 15.3 Cllr Iain Mcintosh reported that there was no truth to a rumour tha the day centre on Cemmaes Road was not closing.
- 15.4 Cllr Iain McIntosh reported that difficult budget discussions were ongoing and it was possible that Council tax might increase by around 10%.

16. Confirmation of date and times of next meeting Wednesday 27 March 2019 (7.30pm):

The meeting closed at 8.50pm

Report for Yscir Community Council on the Wales Audit Office Report on Financial Management and Governance

1. A link to this report was emailed to you on 11 February 2019
2. There are a lot of concerns raised in the report, most of which do not apply to Yscir.
3. The one issue that Yscir fell foul of last year was the timing of the accounts being available for inspection. A clearer timeline for this is identified for 2019 so this technical problem should not re-occur. (Nobody has ever asked to see the accounts to my knowledge.)
4. Almost 200 Councils have reserves greater than the precept charged to tax payers (not us!)
5. Across Wales expenditure by town and community councils has increased by 16% since 2014-15 with staff costs going up 18% and reserves rising by 29%.
6. In Yscir, there has been no significant change in staff costs (£1856 compared to £1832) and overall expenditure (£3,386 compared to £3,306) but balances have risen from £1533 to £2,800). The Council is aiming to slowly bring balances down to around £1500.
7. For the next audit, attention will be focused on compliance with standing orders with regard to expenditure and delegation to committees, including clear terms of reference.
8. For 2020-21 WAO will look at arrangements for making payments and in 2021-22, it will be employment of staff and the well-being of future generations.

Report for Yscir Community Council on the Wales Audit Office Report on Internal Audit

1. Extract from summary of report:
Our main findings, based on a sample of 113 of Wales' 735 town and community councils, are as follows:
 - we were unable to establish if internal audit arrangements were in place for around one in ten councils in our sample;
 - one in five councils in our sample do not have a sufficiently independent internal auditor;
 - two-thirds of councils in our sample have inadequate terms of reference for their internal auditor;
 - internal audit conclusions were inaccurate at one in three councils sampled;
 - there are inconsistencies in the internal audit annual reporting process;
 - most councils in our sample did not formally document how they are addressing internal audit recommendations; and
 - a third of internal auditors interviewed felt that additional testing and fee charging guidance would be beneficial.
2. The report provides case studies of where things have gone wrong and some examples of good practice. The mean audit fee for small councils was £65 although a number of small councils were not charged for internal audit.
3. Given the small number of financial transactions undertaken, I do not think we need to make any changes to our internal audit arrangements.

Michael Westhorpe

Clerk to Yscir Community Council

Agenda item 6

Yscir Community Council Risk Assessment

(reviewed at meeting on 27.03.19)

<i>Details</i>	Frequen cy	Current	Comments/Actions
<i>Insurance</i>			
<i>Public & Employers liability</i>	Annual	£10 m.	
<i>Money & Fidelity guarantee</i>	Annual	£5,000/ £25000	£250 in home; excess £50
<i>Property (see asset register)</i>	Annual	£3.40	sum insured £2719.67, excess £250
<i>Officials indemnity</i>	Annual	£500,000. 00	
<i>Libel & slander</i>	Annual	£100,000. 00	Now increased to £250,000
<i>Personal accident</i>	Annual	£500,000. 00	
<i>Legal expenses</i>	Annual	£100,000. 00	
<i>Property safety checks</i>			
<i>Fenni fach notice board</i>	Annual		}
<i>Cradoc notice board</i>	Annual		}
<i>Battle horse trough</i>	Annual		} Safety checks by Clerk
<i>Cradoc horse trough</i>	Annual		}
<i>Aberbran seats</i>	Annual		}
<i>Epson Printer</i>	Annual		Under guarantee
<i>Sony voice recorder</i>	Annual	written off	Not insured

Financial matters			
<i>Banking arrangements</i>	Annual		2 councillors sign all chqs.
<i>Insurance</i>	Annual		Done
<i>Internal audit</i>	Annual		Done
<i>External audit</i>	Annual		Done
<i>Internal financial check</i>	Each Meeting		Cash book reported to meeting
<i>Clerk's salary review</i>	Annual		Reviewed at mtg in November
<i>Budget preparation</i>	Annual		Done} meeting 23.01.19
<i>Precept assessment</i>	Annual		Done} meeting 23.01.19
<i>Level of cash reserves</i>			Aim to keep around £1500 in the bank but increased in 2017 for potential election costs.. No significant cash flow issues
Record keeping			
<i>Minutes properly signed</i>	On-going		Done
<i>Asset register available</i>	On-going		Done
<i>Financial regs. available</i>	On-going		To be reviewed in May 2019
<i>Standing orders available</i>	On-going		To be reviewed in May 2019
<i>Back up of computer files</i>	Daily		Backed up on Apple Time machine - documents now on website. Chairman has memory stick
Members' responsibilities			
<i>Code of Conduct adoption</i>	On-going		New code adopted Nov'16 Cllrs signed code in May

			2017
<i>Register of interests</i>	On-going		01/05/17
<i>Register of gifts/hospitality</i>	On-going		Done
<i>Dec. of interests minuted</i>	On-going		Done

YSCIR COMMUNITY COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT

Members will take all necessary steps: -

a) to minimise any risk facing the Council

b) to identify risk areas

c) to evaluate consequences and adopt measures to avoid, reduce or control the risk.

Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
Precept	Not submitted Not paid by PCC Adequacy	Unable to pay all bills Reputation damaged	L L L	Ensure precept on January meeting agenda Check precept added to bank account Precept related to budget - sufficient reserves	Clerk's diary Clerk
HMRC PAYE return	Late returns Incorrect return	Possible Fine Possible Fine	M M	Clerk attendance at training events Returns reminder in diary	Clerk Clerk's diary
Staff	Absence of clerk through illness	Disruption of services	L	Key tasks to be specified in written document	Clerk
Staff	Fraud by clerk	Loss of revenue / censure by audit inspection / image damaged	L	Detailed time sheets kept by Clerk and presented with invoices to Members Monthly analysis of hours worked	Members scrutiny
Staff	Verbal/physical assault	Injury/absence from work/ litigation/ inability to appoint new staff/image damaged	L	Risk assessments completed Health and Safety checks carried out	Members Clerk
Staff	Poor performance	Censure by audit inspection image damaged	L	Clerk undertaking training programme Members provide feedback if necessary and steps taken to remedy problem	Clerk Members

Notice boards, trough and seat	Accident caused by falling into disrepair	Litigation Image damaged	L	Annual inspection by Clerk and Cllr Bob Wood and intermediate checks	Clerk
Planning Applications	Failure to hold quorate meeting within the required time	Disruption of service Image damaged	L	All Members on Planning Committee Arrangements in place if Clerk away for more than 2 weeks	Members Clerk
Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
Financial Records	Inadequate records	Censure by audit inspection	L	RFO/Clerk to check regularly. Internal audit checks records annually Reports submitted to Council meetings	Clerk
Budget	Budget overspend Inadequate budget	Censure by audit inspection Image damaged/ Inability to pay bills	L	Budget reviewed at each Council meeting Expenditure is highly predictable and staff time can be managed. Sufficient reserves held to cover any emergencies	Clerk Members
Minutes and records	Accurate and legal Loss of data	Censure by audit inspection Loss of reputation	L	Minutes reviewed at following meeting Data backed up several times a day	Members Clerk
Lack of detailed internal audit report	Detailed scrutiny of procedures and accounts not undertaken	Censure by external audit	H	Additional cost of internal audit not justified. Sufficient checks in place on expenditure	Members Clerk

Agenda Item 7

Yscir Community Council Audit Plan

1. Check the books of account have been properly kept throughout the year
2. Check 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.
3. Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
4. Verify that the annual precept request is the result of a proper budgetary process, that budget process has been regularly monitored and that the Council's reserves are appropriate.
5. Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
6. Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
7. Check accuracy of asset and investment registers
8. Test accuracy and timeliness of periodic and year end bank account reconciliation
9. Test accuracy and completeness of year end financial statements
10. Any other appropriate additional relevant testing to support the validity and integrity of the above.

The above tasks are carried out by the internal auditor completing the external audit checklist.

Attached is a check list which Councillors need to consider and confirm that they are happy with the procedures in place – and consider any improvements in the process for the coming year.

Internal Audit - Question/action list – March 2019

1		Appropriate books of account properly kept throughout the year?	√
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	√
	b	Fin Regs. in place & regularly reviewed?	Reviewed in May 2018
	c	Standing Orders in place & regularly reviewed?	Reviewed in May 2018
	d	Delegated Powers on expenditure in place & adhered to?	Updated in financial regs
	e	Payments supported by invoices?	√
	f	Expenditure properly approved?	√
	g	VAT shown separately? Is there any thing unusual in the reconciliation? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund?	Vat is shown separately. Reclaim received in May 2018
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk?	√
	b	Is there sufficient management of risk?	√
	c	Insurance in order and the correct things covered?	√
	d	Members check the accounts OR internal audit at least twice a year and report back to council?.	Members check cashbook at meetings. Internal audit -once a year. Member reconciles bank statement with cashbook at least twice a year
	e	Are balances invested in the best safe account?	Balances kept in current account. Within audit guidelines
	f	Initialled cheque stubs?	Yes
	g	Regular internal audit?	Annual
	h	Minute showing appointment of internal auditor?	√
4	a	Council budgeted in a clear and adequate way?	√
	b	Checks in place to ensure correct precept has been received?	Bank statement checked by clerk
	c	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	√
	d	Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept?	√ No specific projects
5	a	Was income received/expected? Did income equal expected income? If not why not?	Yes
	b	System of receipt of income ensures that it is properly recorded and promptly banked?	Yes
	c	VAT on income properly accounted for?	Not applicable
6	a	Adequate check on petty cash?	No petty cash
	b	Payments properly supported by receipts?	Yes
	c	Expenditure approved?	Yes
	d	VAT properly accounted for? Reclaimed on petty cash?	Yes - not applicable
7	a	Clear minute and contract which details the employees' pay and conditions	Yes
	b	Employee(s) paid by/to those decisions?	Yes
	c	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	yes
	d	Staff pension/gratuity?	Not applicable
8	a	Asset & investment registers?	Yes

	b	Complete?	Yes
	c	Accurate?	Yes
	d	Maintained?	Yes
	e	Checked/modified at least yearly eg. at annual council meeting?	Yes
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	Yes
	b	Clear record of the end of year statement?	Yes
10	a	Accounts prepared on correct basis?	Yes
	b	Agree with the cash book?	Yes
	c	Supported by an adequate audit trail	Yes
	d	A record of debtors and creditors?	not applicable
	e	Clear separate list of S137 payments	one in 2017
	f	Year end accounts clear and accurate?	Shown in Annual Audit Return
	g	All account balances shown?	√
	h	Correct supporting statements?	
11	a	Other risks been covered adequately?	
	b	Data Protection Registration held & current/appropriate?	Yes
	c	Electronic data backup arrangements adequate?	Data backed up to a separate hard drive. Copy given to Chairman on a memory stick



Yscir Community Council

Clerk

*Mike Westhorpe, Far Cottage, Penoyre, Cradoc, Brecon, Powys LD3 9LP
01874 623774 m.westhorpe@gmail.com*

27 March 2019

Mr P Arthur
12 Priory Hill
Brecon

Dear Paul

Appointment of Internal Auditor

I am writing to confirm that at its meeting on 23 January 2019 the Council approved your re-appointment as internal auditor.

The purpose of this letter is to set out the basis on which you are engaged to provide internal audit services to the Council and the respective responsibilities of the Council and of you as its internal auditor.

Members of the Council are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control. They are also responsible for the preparation of annual accounts and the completion of the "Local Councils in Wales – Annual Return".

As internal auditor, you are responsible for reporting to the Council on the adequacy of the systems of internal control. This is achieved by your completion of the relevant section of the Annual Return.

You undertake to confirm to us in writing if you become aware of any threats to your independence or if your circumstances change in this respect.

You will have full access to all Council books and records, the clerk and councillors as you consider necessary.

I should be grateful if you would confirm your agreement to the terms of this letter.

Yours sincerely

Michael Westhorpe

Clerk to Yscir Community Council

Yscir Community Council Emergency Plan

Version 4

1. Introduction

1.1 Emergency Planning in the UK is legislated by the Civil Contingencies Act 2004 (more commonly referred to as the CCA), which sets out clearly how organisations, particularly local responders, should go about preparing plans for emergencies.
<https://www.legislation.gov.uk/ukpga/2004/36/contents>

1.2 The CCA defines an emergency as:

An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.

1.3 Emergencies can occur with little or no warning and could be caused by many different factors including:

- a. Natural disaster
- b. Severe weather
- c. Industrial accidents
- d. Power/gas/water failures
- e. Transport - Road/Rail/Air
- f. Terrorism

1.4 This Plan is not designed to give an exhaustive list of instructions to deal with an emergency. It is merely a series of "memory joggers" that will enable the Community to respond with the minimum of delay. Without doubt, the 'emergency' will be modified by numerous factors including the weather and team availability.

2. The Role of Yscir Community Council in an emergency

2.1 Response.

In the event of a Major Incident, Category 1 Responders (i.e. Police, Fire and Rescue, Ambulance, County Council) will take the lead in providing a response. Yscir Community Council (YCC) will provide support including:

- a. local knowledge;
- b. dissemination of information including the use of website(see Appendix B), Facebook Page, Twitter & text messages;
- c. raising awareness in the community;
- d. co-ordination of volunteers if required.

2.2 Point of Contact

The Clerk of YCC (or a member of the Council if he is not available) will act as the point of contact for the emergency services. (See Appendix B)

2.3 Notification of an Incident / Emergency.

The community will be kept informed by updating its Facebook page which has a link to the front page of the council's website at www.yscir.net

2.3 Communication / Record Keeping.

Good communications and record keeping are vital pre, during and post an incident and it is vital that up-to-date contact lists are maintained. During an emergency the point of contact will maintain a written log of all actions and events.

2.4 The support provided by YCC to the emergency services may include (not an exhaustive list):

11. Checking on vulnerable members of the community.
12. Providing support at a Community Emergency Centre (See Section 3 below).
13. Help disseminate weather and flood warning information to the Community.
14. Keeping a written log of the event.
15. Provide local information (i.e. safe routes) and updates to Category 1 Responders and Powys County Council

2.5 Contact Details. A list of useful contact details, including all members of YCC is at Appendix B (not included in website version due to data protection act)..

3. Possible Emergency Evacuation Sites

3.1 The following buildings might be used as an Emergency Evacuation Centre:

Trallong Hall
Merthyr Cynog Hall
Cradoc Golf Club.

Cradoc Primary School may also be available.

3.2 Contact details are included in Appendix C, distributed to Councillors

APPENDIX A DRAFT WEBSITE PAGE

Are you prepared in the event of an emergency?

The [Dyfed-Powys Community Risk Register](#) provides an analysis of possible emergencies and what to do about them.

Flooding

There are a number of properties within Yscir that are within a flood risk area:

A map showing properties at risk of flooding can be viewed at

<https://www.naturalresourceswales.gov.uk/evidence-and-data/maps/long-term-flood-risk/?lang=en>

See <http://www.naturalresourceswales.gov.uk> for information and guidance about flooding.

The water level in the Yscir and Usk (in Brecon) rivers can be monitored on a daily basis at

<http://www.naturalresourceswales.gov.uk/evidence-and-data/maps/check-river-levels/?lang=en>

Up to date flood warnings can be found at

<http://www.naturalresourceswales.gov.uk/flooding/check-flood-warnings/?lang=en>

Emergency Contact List

Provider	Website	Telephone No.
Police, Ambulance, Fire	In the event of an emergency use 999	999 / 101
Floodline	https://naturalresources.wales Emergency Hotline	0345 988 1188 0300 0653000
Western Power (electricity power cut)	https://www.westernpower.co.uk/power-outages/power-cuts-in-your-area.aspx	0800 6783 105
National Grid Gas Gas or Carbon Monoxide leak)	https://www.nationalgridgas.com/safety-and-emergencies/emergencies-and-safety-advice	0800 111 999
Welsh Water	www.dwrcymru.com	0800 052 0130
Powys County Council Emergency Planning Officer	http://www.powys.gov.uk/	08456027030 Out of hours Careline 0300 3332222
Powys County Council Highways	http://www.powys.gov.uk/	0845 602 7035 Out of hours Careline 0300 3332222
BBC local news	https://www.bbc.co.uk/news/localnews/ld3-ld3/10	
Mid and West Wales Fire and Rescue Service	http://www.mawwfire.gov.uk/	0370 606 0699

APPENDIX B

Emergency Contact List for Councillors and emergency services

EMERGENCY EVACUATION POINTS

Yscir Community has identified the following three buildings for possible use as an Emergency Evacuation Centre:

Trallong Church Hall: Trallong, Brecon, Powys LD3 8HP
Contact:
Facilities Available: Kitchen facilities, Disabled access, Disabled toilet, Demountable Stage (4m x 5m)), Parking (30+), Dance floor (14m x 7m).WIFI will shortly be available.

Merthyr Cynog Community Hall: Upper Chapel, Brecon, Powys LD3 9RG
Contact:
Facilities: Disabled access, Disabled toilets, Stage (Demountable staging), Parking (12+), Dance floor
Website: www.merthycynog.org

Cradoc Golf Club : Powys LD3 9LP
Contact: Emily Dench (Club Manager) 01874 636838 or William Dowd (Bar Manager)
Facilities: Catering, IT (Broadband, 2 computers, various telephone extensions) Disabled access, Disabled toilets, Parking (40+),
Website: www.cradoc.co.uk

Note of Meeting held on 24 January 2019 at Glanyscir at 9.30am

Present

Cllr Jane Price
Cllr Tess Birtles
Cllr Valerie Davies
Jo Lancey
Mike Westhorpe

Powys County Council

1. The problems of speeding over Aberyscir bridge and through the village were discussed.
2. Jo explained that a speed limit could not be applied to the bridge and that 30mph speed limits would not be allowed by law due to no streetlights and insufficient density of property frontages.
3. The warning sign for the bridge on the west side is too far away but could not be moved closer due to the narrow road. The sign on the east side was fine. Jo suggested having 'slow' painted on the road near the warning signs and again as a reminder nearer the bridge on the west side. Jo will action this.
4. The road is used a lot by pedestrians and increasingly by children walking to school. Jo asked for a map to be submitted showing where pedestrian warning signs might be placed at either end of the most common walking areas.. It was suggested that one could be near the gritbin at Cradoc. Further discussion needed about the location of a sign in Aberyscir. MW to send map to Jo when agreed. (*Following next Council meeting in March?*)
5. Thanks to Jo for attending and to Tess for excellent coffee and biscuits.

Agenda item

May 2018

Opening Balance £2,952

	Expendit ure to date	Profiled expenditu re to date	Variance	Budget 2018-19	Expendit ure 2017- 18
Insurance	£168	£180	-£12	£180	£168
Audit fee	£183	£200	-£17	£200	£186
Clerk's salary	£1,857	£2,000	-£143	£2,000	£1,763
Clerk's expenses	£368	£300	£68	£300	£405
Newsletter	£153	£200	-£47	£200	£303
SLCC and One Voice	£125	£130	-£5	£130	£124
Contingency	£0	£0	£0	£0	£0
Website	£163	£180	-£17	£180	£153
C C election (uncont	£0	£0	£0	£0	£0
C C election (contes	£0	£0	£0	£0	£0
Training Courses	£45	£125	-£80	£150	£35
Data Controller Regi	£35	£35	£0	£35	£35
Projects	£232	£0	£232	£0	£126
printer	£0	£0	£0	£0	£0
VAT to reclaim	£60	£60	£0	£60	£60
Total expenditure	£3,389	£3,410	-£21	£3,435	£3,358

Actual overall expenditure for year **£3,389**

Income :precept **£3,136**

Income Santander **£12**

Income -vat refund **£96**

other income

Total Income **£3,244**

Projected closing balance at 31.3.19 £2,807

(This does not agree with the cashbook by £2 due to roundings)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
									Receipts			Payments							
Yscir Community Council Cashbook 2018-19																			
2018-19																			
Date	Details	cheque no.	Voucher No.	Income Received	Payment	Minute reference	Bank Balance	Precept	HMRC VAT repaymen	Other income	Santander	Clerks salary	clerk's expenses	Training	Newslette	Other	VAT to RECLAIM	check	Section 137 Expenditure
01/04/18	Opening balance						2952.46												
05/04/18	HMRC PAYE	224	117		129.6	18.3 23/5/18	2822.86					129.60							
05/04/18	Newsletter print run	225	118		153.00	18.3 23/5/18	2669.86								153.00				0.00
30/04/18	Precept			1046.00			3715.86	1046.00											0.00
08/05/18	HMRC VAT repayment			95.83			3811.69		95.83										0.00
11/05/18	Santander dividend			4.23			3815.92				4.23								0.00
23/05/18	Mr M Westhorpe Clerk's pay	226	119		546.62	18.3 23/5/18	3269.3					546.62							0.00
23/05/18	Mr M Westhorpe expenses	227	119		47.25	18.3 23/5/18	3222.05						47.25						0.00
23/05/18	Mr M Westhorpe Website training	228	120		54.00	18.3 23/5/18	3168.05							45.00			9.00		0.00
23/05/18	SLCC Membership	229	121		59.00	18.3 23/5/18	3109.05									59.00			0.00
16/06/18	Richard Whimmer (Golf Club refreshments)	230	122		20.00	8.1 4/7/18	3089.05									20.00			0.00
04/07/18	Mr M Westhorpe Clerk's pay	231	123		296.17	8.1 4/7/18	2792.88					296.17							0.00
04/07/18	Mr M Westhorpe Clerk's expenses	232	123		35.60	8.1 4/7/18	2757.28						35.60						0.00
04/07/18	HMRC PAYE	233	124		118.60	8.1 4/7/18	2638.68					118.60							0.00
10/07/18	Came and Company	234	125		168.00	8.3 4/7/18	2470.68										168.00		0.00
29/08/18	Mr M Westhorpe (Archer -litter signs)	235	126		110.10	10.3 29/8/18	2360.58									91.75	18.35		0.00
29/08/18	Mr M Westhorpe Clerk's pay	236	127		77.99	10.1 29/8/18	2282.59					77.99							0.00
29/08/18	Mr M Westhorpe Clerk's expenses	237	127		22.50	10.1 29/8/18	2260.09						22.50						0.00
09/08/18	Santander dividend			4.64			2264.73				4.64								0.00
31/08/18	Precept			1045.00			3309.73	1045.00											0.00
04/10/18	HMRC PAYE	238	128		42.60	9.2 21/11/18	3267.13					42.60							0.00
11/11/18	Mr M Westhorpe Clerk's pay	239	129		142.54	9.1 21/11/18	3124.59					142.54							0.00
11/11/18	Mr M Westhorpe Clerk's expenses	240	129		9.00	9.1 21/11/18	3115.59						9.00						0.00
14/11/18	Santander dividend			2.92			3118.51				2.92								0.00
09/12/18	Brecon Town Council (for tourism support)	241	130		100.00		3018.51									100.00			0.00
09/12/18	Mr M Westhorpe (UBE website)	242	131		195.00		2823.51									162.50	32.50		0.00
09/12/18	Cradoc Golf Club refreshments	243	132		20.00		2803.51									20.00			0.00
31/12/18	Precept payment			1045.00			3848.51	1045.00											0.00
31/12/18	information commissioner		132a		35.00		3813.51									35.00			0.00
07/01/19	HMRC PAYE	244	133		71.00		3742.51					71.00							0.00
23/01/19	Mr M Westhorpe Clerk's pay	246	134		233.81		3508.7					233.81							0.00
23/01/19	Mr M Westhorpe Clerk's expenses	246	134		39.95		3468.75						39.95						0.00
27/03/19	Mr M Westhorpe (use of home)	247	135		208.00		3260.75						208.00						0.00
27/03/19	Mr M Westhorpe Clerk's pay	248			197.59		3063.16					197.59							0.00
27/03/19	Mr M Westhorpe Clerk's expenses)	249			5.40		3057.76						5.40						0.00
27/03/19	One Voice Wales membership	250			66.00		2991.76										66.00		0.00
27/03/19	Wales Audit Office	251			182.75		2809.01										182.75		0.00
TOTAL				3243.62	3387.07	0.00		3136.00	95.83	0.00	11.79	1856.52	367.70	45.00	153.00	905.00	59.85	0.00	20.00