



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 30 March 2016 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 13 January 2016
- 4) Information from Minutes - Clerk's Report
- 5) To confirm the Minutes of the Planning Committee Meeting held on 19 February 2016
- 6) Risk Assessment Review
- 7) Internal Audit Review and appointment of internal auditor
- 8) To receive an update on the Newsletter and consider distribution arrangements
- 9) To discuss the safety of pupils waiting for the school bus by the telephone kiosk in Cradoc, in the light of road safety concerns raised by the Highways Department with regard to converting the telephone kiosk to a library.
- 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 at £58
 - 10.3 To authorise the following payments:

Cheque	Payee	Description	£ exVAT	VAT	Total
166	Mr M Westhorpe	Clerk's use of home expenses	£208.00	0	£208.00
167	Mr M Westhorpe	Clerk's Pay for October	£190.14	0	£190.14
168	Mr M. Westhorpe	Clerk's Expenses	£30.18	0	£30.18
169	One Voice Wales	Membership fee	£58.00	0	£58.00

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

- 11) To note the Council's workplace pension requirements

- 12) Planning Application Ref: P/2016/0253: Alterations to fenestrations to include installation of dormer windows and a balcony at Cae Crwn Battle Brecon Powys
- 13) Planning Application Ref P/2016/0254 : Construction of an equestrian manege at Cae Crwn Battle Brecon Powys
- 14) Correspondence
 - a) Santander Dividend payment
 - b) Cor Meibion Talgarth Male Choir - request for financial assistance
 - c) Queen Elizabeth II 90th birthday commemorative medal
 - d) Walk for Life - request by the Kidney Wales Foundation

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

* circulated by email

** received by email but not circulated

- 15) Any planning applications that arrived after the papers were sent out.
- 16) Issues to be raised with Powys County Council
- 17) Confirmation of date and times of next meeting: Monday 16 May 2016 (7.30pm) at Cradoc Golf Club



Michael Westhorpe
Clerk to Yscir Community Council

YSCIR COMMUNITY COUNCIL

Minutes of the Council meeting, held on 13 January 2016 at Cradoc Golf Club at 7.30pm

Councillors Present: Jane Price
Roger Price
Margaret Rees
Bob Wood
Tess Birtles

Also present: Michael Westhorpe (clerk)
Cllr Gillian Thomas

Cllr Jane Price welcomed Cllr Tess Birtles to her first meeting of the full Council.

1. Apologies for absence

1.1 Apologies were received from Cllr Rees Price.

2. Declarations of Interest

2.1 There were no declarations of interest

3. Minutes of the Council Meeting held on 11 November 2015

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

4. Clerk's Report including information from minutes

4.1 With regard to 12.1, the Clerk reported that Powys County Council had decided to delay the introduction of consulting electronically on planning applications by one month and would be issuing guidance.

5. To confirm the Minutes of the Planning Committee Meeting held on 2 December 2015

5.1 It was agreed that the minutes should be signed as a true and accurate record of the meeting. Cllr Gillian Thomas confirmed she had requested that the application be dealt with by the County Council Planning Committee.

6. To note the plans for improved parking at Cradoc School

6.1 The Clerk circulated details of planning application P/2015/1213 for construction of new access and improved parking provision at Cradoc School. Cllr Gillian Thomas took no part in the discussion as she wished to be involved when this is discussed by the County Council planning committee. Yscir Community Council was very pleased that a scheme was finally going ahead as the risk to children at the beginning and end of school is high.

6.2 The Council had no concerns with the movement of the public footpath but it was concerned that a possible threat to the habitat of newts could delay or even jeopardise the scheme. It was resolved to support the planning application and to urge that the safety of the children far outweighs any concerns about the newts.

7. To note the changes to the website and to approve the invoice from Upper Bridge Enterprises (UBE)

- 7.1 The Clerk showed the new website to the Council on his laptop. He reported that he had had two training sessions and was progressing well with operating the site. He suggested that there should be a page for local businesses to advertise their presence and this was agreed. The changes suggested at the last meeting of the Council had been implemented.
- 7.2 The cost of this work was £200 for the website design and £151 for annual hosting (excluding VAT). The Council thought that this was reasonable and the invoice from UBE was approved.
- 7.3 The Chairman thanked Cllr Bob Wood for attending a meeting with UBE and she thanked the Clerk for his work on the website

8. To determine arrangements for the Spring Newsletter

- 8.1 It was agreed to follow the same arrangements as last year. These are:
- a) the content would be agreed at the next meeting in March;
 - b) the clerk would request contributions by the end of February and chase items as required;
 - c) Cllr Bob Wood would proof read the items;
 - d) all members would assist with collation and distribution
 - g) the distribution arrangements would be finalised at the next meeting with the newsletter being delivered during April, after the main period of lambing

9. To receive an update on the proposed conversion of Cradoc Telephone Box to a library

- 9.1 The Clerk reported that he had done some work on a planning application, had written to the two nearest properties and had been trying to ascertain who owned the land. He read out a reply he had received that day from Alison Brown, Area Development Control Officer for Powys County Council. This stated the following

Based on evidence that all the roads surrounding the box are adopted highways I believe it is reasonable to assume that although Powys do not own the land on which the box is situated, it does form part of the highway and therefore falls under our jurisdiction.

Whilst I appreciate that the box is of extremely limited size and its use would be aimed at local people, the position does not offer any convenient or safe off or on-street parking. I am concerned that pedestrians approaching the 'library' will necessarily have to cross highways not all of which can offer adequate visibility of all traffic.

I must therefore advise that I could not support the proposal to re-use the telephone call box as a local library for highway safety reasons. If, however, it could be relocated to a position where off or even on-street parking was not seen as a hazard I would happily review my opinion.

- 9.2 The Council was very disappointed to hear this as councillors were very keen to use the telephone box as a library. Cllr Tess Birtles said she had already begun collecting books for it and was willing to oversee the library when it was in operation. The following points were made:
- a) the children going to Brecon High School have to walk to the 'triangle' every day and stand on the highway waiting for buses. If safety is such a concern a dedicated bus stop and waiting area should be provided;
 - b) there is parking adjacent to the Old Smithy opposite Beacons View;
 - c) when the telephone box was in operation, people had to park and cross the road to use it;
 - d) the converted telephone box in Llanfrynach is on a busier road than the one in Cradoc
 - e) it is impractical and costly to move the telephone box;
 - f) this would be a popular and useful facility to local people and visitors alike.
- 9.3 It was agreed to write to Alison Brown asking her to reconsider her decision and if necessary visit the site. Cllr Gillian Thomas was also asked to have a word with Alison

Brown. It was also agreed not to do any further work until this matter was resolved but it is hoped to undertake the conversion by the summer.

10) Financial Matters

- 10.1 The clerk's hours and expenses for November and December were approved.
- 10.2 The payment to HMRC for PAYE for October to December and the annual fee to the Information Commissioner were approved
- 10.3 .The cashbook and budget monitoring spreadsheets were noted.
- 10.4 The Clerk presented a breakdown of his working hours for the year. He confirmed that the internal auditor was happy with this approach but that as the Council had not been inspected by the external auditor he could not comment on their opinion. The Council expressed its confidence in the Clerk's bookkeeping and the analysis was duly noted.
- 10.5 The Clerk explained he draft budget spreadsheet for 2016-17. The budget was agreed without changes with a projected expenditure of £3,620. After discussion it was decided to raise £3,868 through the precept (£15 on a band D property) in order to try and build a reserve for the anticipated costs of the council election in May 2017. This should reduce the size of the increase in precept payment needed in 2017-18.

11. To determine the dates of meetings for 2016/17

- 11.1 The following dates were agreed:
 - Monday 16 May
 - Monday 11 July
 - Wednesday 7 September
 - Wednesday 9 November
 - Wednesday 11 January 2017
 - Wednesday 22 March

12) Correspondence

- a) Request for funding from Wales Air Ambulance Service
- b) Letter advertising the services of Builth Building Services
- c) Request for funding from British Red Cross
- d) Request for funding from Powys Citizens Advice Bureau
- e) Letter from PCC re delay in implementation of electronic consultation of planning applications*
- f) Wales Audit Office Newsletter**
- g) Dyfed -Powys Police Commissioner newsletter**
- h) Consultation on Local Government (Wales) Bill**
- i) Buckingham Palace garden party invitation draw

PCC = Powys County Council;

* circulated by email

** received by email but not circulated

12. Any planning applications that arrived after the papers were sent out.

- 12.1 The planning application for Cradoc school had been dealt with under item 6.

13. Cerrigochion Road Development Brief Consultation

- 13.1 This had been circulated by email. The Council thought that this area of Brecon was a good place for new housing development and should be supported. There was a concern about the increase in traffic on Cerrigochion Road as this is a dangerous hill. It was suggested that alternative access points to the development should be explored. The Clerk was asked to convey these points to Brecon Beacons National Park Authority

14) Issues to be raised with Powys County Council

- 14.1 Cllr Jane Price reported that there had been a problem with a faulty streetlight opposite the school. Following a 999 call, the ambulancemen decided it was too dark to move a patient down some steps and had to call for backup lighting. The Fire Service responded. Cllr Jane Price had been asked to chase up repair of the fault. There was also an issue with faulty numbering on the post .She thought that it had now been repaired but the Clerk was asked to check this and pursue if necessary.
- 14.2 Cllr Bob Wood reported that there were two roadwork signs, including a traffic light sign on the approach to Cradoc village from Aberyscir that had been there for two months following some roadworks that were now completed. The Clerk was asked to request their removal.

15) Confirmation of date and times of next meeting

- 15.1 The next meeting is scheduled for Wednesday 23 March 2016 (7.30pm) at Cradoc Golf Club

The meeting closed at 8.35pm



Yscir Community Council

Clerk

*Mike Westhorpe, Far Cottage, Penoyre, Cradoc, Brecon, Powys LD3 9LP
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Minutes of Yscir Community Council Planning Committee meeting held at Cradoc Golf Club on Friday 19 February 2016 at 7.30 pm.

Councillors Present: Jane Price
Bob Wood
Tess Birtles
Dilys Davies
Rees Price

1. Apologies for absence

There were apologies from Margaret Rees

2. Declarations of interest

Cllr Rees Price declared an interest in item 7 (planning application P/2016/0164). He lives adjacent to this land which he had sold to the applicant. As people might think he had a greater interest than the general public, this item was moved to the last on the agenda so that Cllr Rees Price could leave the meeting at that point.

3. Planning Application: Ref 16/1311/FUL The Bungalow, Aberyscir, Brecon, Powys, Demolition of existing semi-detached pre-fabricated dwellings and replacement with two two-storey detached dwellings with detached garages, closure of existing vehicular access and construction of new shared vehicular access.

3.1 A similar application for this property had been put forward in 2013 which the Council had supported but BBNPA had refused on grounds that the premises had been abandoned. This had subsequently been contested by the applicant.

3.2 Councillors were concerned that Aberyscir was in danger of becoming a dying community and were keen to see some re-development there. They considered the proposed development to be a big improvement on the existing buildings and supported the application.

4. Powys County Council Consultation on Proposed Focussed Changes to the Deposit Powys Local Development Plan

4.1 A link to the consultation document had been circulated by email. It was noted that fewer homes were now proposed in the period to 20216. It was decided not to comment on the document.

5. Email from Adam Parry detailing the diversion of the footpath round Cradoc School

5.1 The Council had already supported the planning application relating to this. Support for the footpath diversion was confirmed.

6. Planning Application P/2016/0108

Erection of two flag poles at Cradoc Cp School Cradoc Brecon Powys

6.1 After a brief discussion this application was supported. The Council was pleased to learn that the school had gained the Eco-Schools Platinum Award and this success deserved to be promoted.

7. **Determination of how the Council wishes to handle planning applications from Powys County Council in future when applications will be circulated electronically**

7.1 After a brief discussion it was decided to proceed on the basis adopted for the applications considered at the meeting:

- a) the Clerk would circulate the details electronically;
- b) Members could view applications online and ask the Clerk to print any documents that raised concerns;
- c) the Clerk would have the most important documents printed at Freestyle;
- d) the Clerk would enquire whether the Golf Club had a large monitor that could be borrowed for viewing applications at the meeting.

Cllr Rees Price left the meeting at this point.

8. **Planning Application P/2016/0164
Erection of three affordable housing units and associated sewage treatment plants at
Land adjacent to Pen y bryn Battle Brecon Powys**

8.1 After a brief discussion this application was supported. The Council was pleased that some affordable housing development was taking place.

The meeting closed at 8.00pm

Risk Assessment	March	2016	Agenda Item 6
Insurance	Frequency		Comment
<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	
Property safety checks			
<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		} and Cllr Bob Wood
<i>Aberbran seat</i>	Annual		}
<i>Sony voice recorder</i>	Annual	£124.48	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 budget prepn.
<i>Budget preparation</i>	Annual		Done} meeting 13.01.15
<i>Precept assessment</i>	Annual		Done} meeting 13.01.15
<i>Level of cash reserves</i>			Aim to keep between £1,000 and £2,000 in the bank. 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		Reviewed in September 2015
<i>Standing orders available</i>	On-going		Reviewed in May '15
<i>Back up of computer files</i>	Daily		Backed up on Apple Time machine - documents now on website
Members' responsibilities			
<i>Code of Conduct adoption</i>	On-going		New code signed May '13
<i>Register of interests</i>	On-going		Done
Register of gifts/hospitality	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/	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

Agenda Item 7

Internal Audit Review

Reviewed at meeting on 30.03.2016

The Welsh Assembly Government has issued revised guidance on internal audit. It is a requirement to review the internal audit arrangements each year. The following is an extract from the guidance.

What should the review cover?

176. The starting point for the review should be an assessment against the internal audit standards set out below. This will include as a minimum making an assessment of each of the following:

Standard	Considers
Scope of internal audit	The terms of reference and the extent of the work undertaken by internal audit
Independence	The extent to which the internal auditor is able to carry out the audit without undue influence or conflict of interest
Competence	The ability and experience of the internal auditor to undertake the work
Relationships	The clarity of relationships between the council, the clerk and the internal auditor
Audit planning and reporting	The effectiveness of the audit plan and reporting procedures

1. **Scope of Audit**

The Council has a very low level of exposure to risk as:

- a) it has minimal assets;
- b) a very low level of expenditure.

In these circumstances, it is considered sufficient for an independent person with a suitable financial background to check the statements contained in section 4 of Annual Return for the Wales Audit Office. This should sufficiently cover the points raised in the Yscir Community Council Audit Plan and checklist.

2. **Independence**

The Council has appointed Paul Arthur to be the internal auditor. Mr Arthur used to be the Finance Director of a Housing Organisation in Abergavenny (Melin, now based in Pontypool). He has no other contact with the Council and is not otherwise known to the Clerk.

3. **Competence**

Mr Arthur's experience makes him suitable to complete the internal audit.

4. **Relationships**

The Clerk is responsible for reporting any internal audit recommendations to the Council and for ensuring any action is taken. The Members oversee the work of the Clerk.

5. **Audit Planning and Reporting**

Audit and risk assessments are carried out annually.

Agenda Item 7 (continued)

Yscir Community Council Audit Plan

- 16 Check the books of account have been properly kept throughout the year
- 17 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.
- 18 Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
- 19 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.
- 20 Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
- 21 Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
- 22 Check accuracy of asset and investment registers
- 23 Test accuracy and timeliness of periodic and year end bank account reconciliation
- 24 Test accuracy and completeness of year end financial statements
- 25 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 2016

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 2015
	c	Standing Orders in place & regularly reviewed?	Reviewed in May 2015
	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 December 2015
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
	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 my 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?	√
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	none in 2015
	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.

Agenda Item 10.4

Budget Monitoring Spreadsheet 2015 - 2016					March	
Opening Balance		1533				
		Expendit ure to date	Profiled expenditu re to date	Variance	Budget 2015-16	Expendit ure 2014- 15
Insurance		£265	£275	-£10	£275	£265
Audit fee		£80	£90	-£10	£90	£80
Clerk's salary		£1,691	£2,100	-£409	£2,100	£1,832
Clerk's expenses		£454	£350	£104	£350	£279
Newsletter		£162	£200	-£38	£200	£169
SLCC and One Voice		£123	£130	-£7	£130	£120
Contingency		£0	£0	£0	£0	£0
Website		£351	£160	£191	£160	£130
C C election (uncont		£0	£0	£0	£0	£0
C C election (contes		£0	£0	£0	£0	£0
Training Courses		£0	£120	-£120	£120	£176
Data Controller Regi		£35	£35	£0	£35	£35
Repair of Noticeboard		£0	£200	-£200	£200	£220
VAT to reclaim		£88	£0	£88		£62
Total expenditure		£3,249	£3,460	-£411	£3,660	£3,368
Predicted overall expenditure for year					£3,249	
Income :precept					£3,269	
Income Santander					£10	
Income -vat refund					£71	
Total Income					£3,350	
Projected closing balance at 31.3.16					£1,634	

Agenda Item 11

Yscir Community Council Workplace Pension Requirements

- 1) The legal requirements come into force on 1 April 2017 (the staging date) for Yscir Community Council.
- 2) A pension scheme only has to be provided if there is an employee earning more than £833 a week.
- 3) Yscir Community Council does not have to provide a pension scheme but it does have other duties to fulfil:
 - a) confirm the contact point (Clerk) - I did this on 14 March 2016
 - b) check there have been no changes 3 months before staging date
 - c) On the staging date work out what each employee earns and their age;
 - d) Write to staff within 6 weeks (template on pensions website)
 - e) Complete a declaration of compliance within 5 months of staging date.
- 4) There are the following ongoing duties:
 - a) monitoring ages and earnings of staff
 - b) keeping accurate records

For Yscir Community Council these tasks will be undertaken by the Clerk

Michael Westhorpe - 14.3.16

www.tpr.gov.uk