

# Community and Town Councils in Wales

## Annual Return for the Year Ended 31 March 2024

### Accounting statements 2023-24 for:

Name of body: **St Donats Community Council**

|  | Year ending             |                         | Notes and guidance   |
|--|-------------------------|-------------------------|--|
|  | 31 March<br>2023<br>(£) | 31 March<br>2024<br>(£) |  |
| Please round all figures to nearest £.<br>Do not leave any boxes blank and report £0 or nil balances.<br>All figures must agree to the underlying financial records for the relevant year. |                         |                         |  |
| Statement of income and expenditure/receipts and payments  |                         |                         |  |
| 1. Balances brought forward  | 3688                    | 2512                    | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.  |
| 2. (+) Income from local taxation/levy   | 4085                    | 5012                    | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.   |
| 3. (+) Total other receipts  | 0                       | 0                       | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.  |
| 4. (-) Staff costs   | 2544                    | 2691                    | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments  | 0                       | 0                       | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).   |
| 6. (-) Total other payments  | 2717                    | 1694                    | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward  | 2512                    | 3139                    | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).  |
| Statement of balances  |                         |                         |  |
| 8. (+) Debtors   | 0                       | 0                       | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.  |
| 9. (+) Total cash and investments  | 2512                    | 3139                    | <b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.  |
| 10. (-) Creditors  | 0                       | 0                       | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.  |
| 11. (=) Balances carried forward   | 2512                    | 3139                    | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).  |
| 12. Total fixed assets and long-term assets  | 2155                    | 2155                    | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.  |
| 13. Total borrowing  | 0                       | 0                       | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).   |

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

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

|  |     |     |     |   |      |
|--|-----|-----|-----|---|------|
| 9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | Yes | No  | N/A | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. | 3, 6 |
|  | N/A | N/A | ✓   |   |      |

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

## Additional disclosure notes\*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £50.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.


2.

3.

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

## Council approval and certification

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

|  |   |
|--|---|
| <b>Certification by the RFO</b><br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: |
| RFO signature:    | Minute ref: <b>Item 9 22.5.24</b>   |
| Name: <b>JACQUELINE GRIFFIN</b>  | Chair signature: <b>J. Thomas.</b>  |
| Date: <b>22.5.2024</b>   | Name: <b>JAYNE THOMAS</b>   |
|  | Date: <b>22.5.2024</b>  |

## Annual internal audit report to:

Name of body: **St Donats Community Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

|   | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---------|-----|-----|---------------|--|
|   | Yes     | No* | N/A | Not covered** |  |
| 1. Appropriate books of account have been properly kept throughout the year.  | ✓       |     |     |               |  |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.  | ✓       |     |     |               |  |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.   | ✓       |     |     |               |  |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | ✓       |     |     |               |  |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.   | ✓       |     |     |               |  |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and <u>VAT</u> appropriately accounted for.  | ✓       |     | ✓   |               |  |
| 7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.                                  | ✓       |     |     |               |  |
| 8. Asset and investment registers were complete, accurate, and properly maintained.   | ✓       |     |     |               |  |

|  | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--|---------|-----|-----|---------------|--|
|  | Yes     | No* | N/A | Not covered** |  |
| 9. Periodic and year-end bank account reconciliations were properly carried out.   | ✓       |     |     |               |  |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | ✓       |     |     |               |  |
| 11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.  |         |     | ✓   |               |  |

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

|     | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----|---------|-----|-----|---------------|--|
|     | Yes     | No* | N/A | Not covered** |  |
| 12. |         | •   |     |               |  |
| 13. |         | •   |     |               |  |
| 14. |         | •   |     |               |  |

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

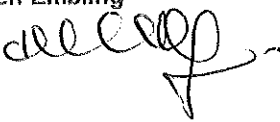
\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Helen Embling

Signature of person who carried out the internal audit: 

Date: 8<sup>th</sup> May 2024

## Council contact details and other core information

Please provide the following contact details for the Council.

|                           | Current details                    |
|---------------------------|------------------------------------|
| Clerk's name              | Jacqueline Griffin                 |
| Clerk's address           | 41 The Verlands<br>Cowbridge       |
| Clerk's contact telephone | 07969 204773                       |
| Clerk's email address     | stdonatscommunitycouncil@gmail.com |
| Council website           | www.stdonats.cymru                 |

## Accounting records

Please indicate the format in which the Council keeps its accounting records

|   | Yes / No |
|---|----------|
| Manuscript cashbook / receipts and payments book  | No       |
| Spreadsheet   | Yes      |
| Accounts software packages:   | No       |
| <ul style="list-style-type: none"> <li>• Rialtas</li> <li>• Sage</li> <li>• Scribe</li> <li>• Xero</li> <li>• Other (Please specify)</li> </ul> |          |

## Bank reconciliation

COUNCIL NAME: St Donats Community Council

COUNTY : Vale of Glamorgan

|          |  | £                      |
|----------|--|------------------------|
| <b>A</b> | Balance on the bank statement at 31 March (taken from bank statement)  | <b>3,139.21</b>        |
|          | <b>Outstanding items</b>   | <b>0.00</b>            |
| <b>B</b> | <b>Less</b> unpresented cheques (List each outstanding cheque)   | <b>0.00</b>            |
| <b>C</b> | <b>Plus</b> uncleared payments into bank (to agree with attached list)   | <b>0.00</b>            |
| <b>D</b> | <b>Petty cash</b><br><b>Plus</b> any petty cash balance held at 31 March   | <b>0.00</b>            |
| <b>E</b> | Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return ) | <b><u>3,139.21</u></b> |

## Explanation of variances – St Donats CC

Working out what variances need to be explained

| Line in section 1                                  | Last Year<br>£ | This Year<br>£ | Variance Increase (+)<br>or decrease (-)<br><br>(This Year minus Last Year)<br>£ | %<br>(Variance divided by Last Year figure multiplied by 100) | Explanation required?<br>Less than 15% - NO<br>More than 15% - YES |
|--|----------------|----------------|--|---|--|
| Line 3<br>Total other receipts                     | 0              | 0              | 0  | N/A   | N/A  |
| Line 4<br>Staff costs                              | 2544           | 2691           | +147   | 6%  | No   |
| Line 5<br>Loan interest/<br>capital repayments     | 0              | 0              | 0  | N/A   | N/A  |
| Line 6<br>Total other payments                     | 2717           | 1694           | -1023  | 38%   | Yes  |
| Line 8<br>Debtors and stock balances               | 0              | 0              | 0  | N/A   | N/A  |
| Line 10<br>Creditors                               | 0              | 0              | 0  | N/A   | N/A  |
| Line 12<br>Total fixed assets and long term assets | 2155           | 2155           | 0  | 0   | No   |
| Line 13<br>Total borrowing                         | 0              | 0              | 0  | N/A   | N/A  |



## Suggested layout for explanations – St Donats CC

One sheet to be prepared for **each variance** that requires explanation.

|   |       |
|---|-------|
| Line 6  | £     |
| Figure in This Year column  | 1694  |
| Figure in Last Year column  | 2717  |
| Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease | -1023 |

| Reasons (as many as are applicable)  | Amount<br>£ |
|--|-------------|
| Reason 1 - Subscriptions up 22/23 due to both 22/23 and 23/24 paid in 22/23. | 115         |
| Reason 2 - New notice board purchased for St. Donats village £310.58.        | 370         |
| Reason 3 - Councillors Allowances in 22/23 3 paid £450; in 23/24 1 paid £156 | 294         |
| Reason 4 - Outstanding audit fee from year 20/21 paid to DWA Limited.        | 300         |
| Unexplained  |             |
| Confirm unexplained amount is less than 15% of Last Year figure              | Yes         |

Please note that explanations should be quantified. An explanation that 'expenditure increased because the Council spent more' will not be accepted.

## Standing Orders and Financial Regulations

Please provide the following information:

1. A copy of the Council's Standing Orders and Financial Regulations applicable to the 2023-24 financial year.
2. A copy of the minutes of the meeting at which the Council adopted the Standing Orders and Financial Regulations.



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[stdonatscommunitycouncil@gmail.com](mailto:stdonatscommunitycouncil@gmail.com)

**MINUTES OF THE ANNUAL MEETING**

**Held at The Meeting Room, Atlantic College, St Donats  
on 22<sup>nd</sup> May 2024 at 7.00pm.**

**Present:** Councillor Jayne Thomas (Chairperson).  
Councillors: Byron Cole, Tony Evans, Gareth Halliwell and Mary Jeffreys.

**In Attendance:** Jackie Griffin, Clerk.  
Vale of Glamorgan Councillor Carys Stallard.

**Item 1: To elect Chairperson for the forthcoming year, 2024/2025.**

**Proposed** by Councillor Evans, seconded by Councillor Halliwell, that Councillor Thomas be appointed Chairperson for the year 2024/2025.

There were no further nominations.

Councillor Thomas accepted the proposal, was appointed as Chairperson and signed the declaration of acceptance of Chairperson.

**Resolved** as proposed.

**Item 2: To elect Vice Chairperson for the forthcoming year, 2024/2025.**

**Proposed** by Councillor Halliwell, seconded by Councillor Evans, that Councillor Partridge, in his absence, be appointed Vice Chairperson for the year 2024/2025.

There were no further nominations.

Councillor Partridge had advised that he would accept if proposed and therefore was appointed as Vice Chairperson.

Councillor Partridge to sign the declaration of acceptance of Vice Chairperson at the next meeting of the Community Council.

**Resolved** as proposed.

**Item 3: To note Apologies for Absence.**

Councillors Dave Johnston and Tom Partridge.  
Vale Councillor Jo Protheroe.

**Item 4: Declarations of Interest.**

None received.

**Item 5: To Accept Outgoing Chairperson's Report.**

*After serving as Vice Chair during the year 2022/2023, I was very happy to be proposed as Chairperson for the current year and it has been a very fulfilling and interesting year.*

*Firstly I would like to thank those that have helped us with our work.*

*Vale Councillors Jo Protheroe and Carys Stallard, your support has been outstanding and helped us to achieve results with issues in our locality. I must mention your continued assistance with the long-standing problem of the 'Channel View Marcross replacement Effluent Plant'. Your continual chasing of the Officers at the Vale Council on this subject is really appreciated. I mustn't forget your initiative 'Food Hub Wick' which is very welcome by those in our community who need it and thank you for continuing your Surgeries, giving residents the opportunity to meet you and share any issues they may need help with and thank you for your attendance at our meetings and the advice and information you share with us.*

*I would also like to thank PC Jamie Williamson and PCSO Rhiannon Cummings who attend our meetings to report on crime in the local area. We appreciate the time and support that you give to us with giving reports on incidents and the opportunity for us to raise any issues that our residents have brought to our attention. Thank you so much.*

*I would like to thank UWC Atlantic for allowing us to hold our meetings on their premises, free of charge and special thanks to Tom for arranging a room and facilities to allow us to hold 'hybrid' meetings as required by law in Wales. We have been delighted to have the attendance of one of the students at our meetings. The Community Council values its close relationship with the College and will continue to strive to build on it.*

*I have attended a number of events in the Vale of Glamorgan usually with my husband:*

- On 14<sup>th</sup> May, I attended the Chairman of St Athan Community Council's Civic Service. At the service a number of awards were made to a few villagers who had carried out volunteering services and good works in St Athan.*
- On 16<sup>th</sup> July, I attended the Mayor of Cowbridge Civic Service. This was unusual as there was no church service. There was a Parade around the town and then entertainment provided by local talent at the Town Hall.*
- On 15<sup>th</sup> October, I attended the Mayor of Llantwit Major Civic Service.*
- On 27<sup>th</sup> October, I attended an 'Open Day' at St Donats Nursery with Jackie. It was a lovely and interesting afternoon seeing all the facilities that the children can play and learn from. The staff and children were very happy and it was a joy to visit.*
- On 14<sup>th</sup> December, we attended Llantwit Major Town Mayor's 'Carols in the Barn with the Animals' at Purlon Farm.*

*The Community Council has carried out their normal business of making observations on planning applications in our community and attending meetings of outside bodies including One Voice Wales, Glamorgan Heritage Coast and the Community Liaison Committee. This important work will continue as it gives our community a voice in what's happening in our rural area.*

*With the current ongoing Vale of Glamorgan Town and Community Councils Boundary Review being undertaken by the Local Democracy and Boundary Commission, we await the final decision to discover if the proposal for St Donats Community Council to be merged with Wick Community Council and form a new Council 'St Donats and Wick Community Council' following the next Election in May 2027, will come to fruition.*

**Item 10: To close the Annual Meeting.**

Councillor Thomas declared the meeting closed at 7.35pm.

..... Chairperson

**3<sup>rd</sup> July 2024.**

## Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **St Donats Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

### Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

### Other matters and recommendations

There are no further matters I wish to draw to the Council's attention.

|   |                         |
|---|-------------------------|
| <br><b>Deryck Evans, Audit Manager, Audit Wales</b><br><b>For and on behalf of the Auditor General for Wales</b> | <b>Date: 26/09/2024</b> |
|---|-------------------------|