

Mrs Jackie Griffin
St Donats Community Council (Vale of Glamorgan)
41 The Verlands
Cowbridge
South Glamorgan
CF71 7BY

Select for Local Councils Policy Schedule (Quote)

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Policy Number	TBC
Insured	St Donats Community Council (Vale of Glamorgan)
Business	Parish Council
Period of Insurance	
From	12/06/2024
To	11/06/2025

and any other period for which cover has been agreed.

Premium Breakdown:

Package	£ 241.00
Monuments, Memorials & Statues All Risks	£ 0.00 (Cover not selected)
Playground Equipment All Risks	£ 0.00 (Cover not selected)

Total Annual Premium*	£ 241.00
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*Premiums are inclusive of Insurance Premium Tax

Schedule Number	TBC
Preparation Date	24/04/2024
Policy Form Reference	MLAACG08

Statement of Fact

You have confirmed to us that you comply with these statements of fact. If you become non-compliant with any of these statements, you must tell us, as it may affect your ability to claim under this policy.

- You have never had insurance declined, refused, cancelled or had special terms applied
- You will have up to date risk assessments whilst you are insured with us
- If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:
 - *Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory*
 - *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
 - *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
 - *All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
 - *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*
 - *You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.*
- You are not aware of any situations prior to purchasing this policy, which might cause a claim
- You have not had more than three claims or any one claim exceeding £5,000 in the last three years
- On average, your volunteers contribute less than 70 hours a week
- You do not hold any events that have more than 500 people in attendance at any one time
- You do not send goods or money outside of UK
- You are not responsible for insuring any type of buildings
- You are not responsible for:
 - Skateparks, BMX tracks or adventure playgrounds
 - Zip wires, trampolines or inflatable play equipment
- You do not require All Risks cover for monuments, memorials & statues
- You do not require All Risks cover for playground equipment

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All Risks

Where no premises address is shown, the item is not based at one location and cover is provided anywhere with the **territorial limits**.

Item Description	Sum Insured (subject to single article limit)	Excess
All contents owned by the council, excluding any other items specified on the schedule, subject to the single article limit.	£ 23,000	£100

Single article limits applicable are;

Computer Equipment	£2,000
Fine Art and Jewellery	£2,500
Civic Regalia	£2,500

Operative Endorsements: 1 and 2 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other money :	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'

Part E – Public Liability

Limit of Indemnity: £12,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured £100,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements:

None

Part N – Fidelity Guarantee

Persons Guaranteed:	Sum Guaranteed
All members and employees	£250,000

Excess: £100 each and every loss

Operative Endorsements:

None

PART O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£100,000
Weekly Sum	£500
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£20,000
Weekly Sum	£100
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£100,000
Weekly Sum	£500
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsements:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £250,000

Operative Endorsements:

None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
"All Risks" Items	Property Claims	Tel:	0800 028 0336
Money		Email:	farnboroughpropertyclaims@uk.zurich.com
		Online Reporting:	https://propertyclaims.zurich.co.uk/link/portal/charity
			For more information about making a property claim and to see our claims guides, please visit: - www.zurich.co.uk/charity-insurance/make-a-claim/property-insurance-claim
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	New claims: fnc@uk.zurich.com General correspondence: zmfic@uk.zurich.com
Personal assault under Money		Online Reporting:	https://liabilityclaims.zurich.co.uk/link/portal/charities
Personal accident			For more information about making a liability claim and to see our claims guides, please visit: - www.zurich.co.uk/charity-insurance/make-a-claim/liability-insurance-claim
Fidelity guarantee			
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim or use our dedicated claims portals.
2. In the event of uncertainty, please call the relevant office for guidance.
3. Out of hours/Emergency Property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 4231113).

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.933.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Item 9.

Accounting statements 2023-24 for:

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

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
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	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	2512	3139	All accounts: 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	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	2512	3139	Total balances should equal line 7 above: 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*	N/A		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	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.

Certification by the RFO 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.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature:	Minute ref:
Name:	Chair signature:
Date:	Name:
	Date:

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.		•			

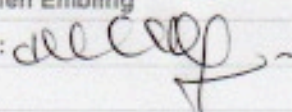
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** 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 th May 2024

St Donats Community Council 2023/2024

Bank Reconciliation at the close of business on 31 March 2024		£3,139.21 ✓
Balance per bank statement of Account dated 31 March 2023	C/A	£3,139.21 ✓
Balance at Bank dated 31 March 2024		£3,139.21 ✓

Balance per Cash Book at 31 March 2024

St Donats Community Council 2023/2024

Summary of Receipts and Payments

Balance as at 1 April 2023	£2,512.43 ✓
Plus Receipts to 31 March 2024	£5,012.00 ✓
Less Payments to 31 March 2024	£4,385.22 ✓
Balance as at 31 March 2024	£3,139.21 ✓



St Donats Community Council 2023/2024 Audit												
Payments												
Date	Cheque	Payee	Service	Subscrip	Admin.	Salaries	S137	Training	Insurance	Tax	Cllr Allow	TOTAL
17.04.23	S/O	J Griffin Clerk	Salary - April			167.40						167.40
17.04.23	S/O	HMRC	Tax re Clerk							41.85		41.85
03.05.23	532	Wick YFC	Gmt Aid				50.00					50.00
15.05.23	S/O	J Griffin Clerk	Salary - May			167.40						167.40
15.05.23	S/O	HMRC	Tax re Clerk							41.85		41.85
07.06.23	533	H Embling	Internal Auditor Fee		100.00							100.00
07.06.23	534	Vision ICT Ltd	Website host/support 07/23 - 06/24		134.38							134.38
07.06.23	535	BHIB Ltd	Annual Insurance						299.11			299.11
15.06.23	S/O	J Griffin Clerk	Salary - June			167.40						167.40
15.06.23	S/O	HMRC	Tax re Clerk							41.85		41.85
17.07.23	S/O	J Griffin Clerk	Salary - July			167.40						167.40
17.07.23	S/O	HMRC	Tax re Clerk							41.85		41.85
15.08.23	S/O	J Griffin Clerk	Salary - August			167.40						167.40
15.08.23	S/O	HMRC	Tax re Clerk							41.85		41.85
15.09.23	S/O	J Griffin Clerk	Salary - September			167.40						167.40
15.09.23	S/O	HMRC	Tax re Clerk							41.85		41.85
16.10.23	S/O	J Griffin Clerk	Salary - October			167.40						167.40
16.10.23	S/O	HMRC	Tax re Clerk							41.85		41.85
15.11.23	S/O	J Griffin Clerk	Salary - November			167.40						167.40
15.11.23	S/O	HMRC	Tax re Clerk							41.85		41.85
15.12.23	S/O	J Griffin Clerk	Salary - December			167.40						167.40
15.12.23	S/O	HMRC	Tax re Clerk							41.85		41.85
03.01.24	536	Audit Wales	Extmal Audit 2022/23		200.00							200.00
03.01.24	537	J Griffin - Clerk	Reimburse fee Plan Cour Cllr Cole					38.50				38.50
03.01.24	538	J Griffin - Clerk	Reimburse SI CC Membership fee				56.00					56.00
03.01.24	539	J Griffin - Clerk	Backpay 04/23 - 12/23			108.00				27.00		135.00
15.01.24	S/O	J Griffin - Clerk	Salary - January			167.40						167.40
15.01.24	S/O	HMRC	Tax re Clerk							41.85		41.85
07.02.24	540	T. Jones	Power supply for defibrillator								23.35	23.35
07.02.24	541	Audit Wales	External Audit 2021/22		610.00							610.00
15.02.24	S/O	J Griffin - Clerk	Salary - February			167.40						167.40
15.02.24	S/O	HMRC	Tax re Clerk							41.85		41.85
06.03.24	542	J Griffin - Clerk	Backpay 01/24 - 03/24			36.00				9.00		45.00
06.03.24	543	Cllr T Partridge	Councillors Allowance								156.00	156.00
15.03.24	S/O	J Griffin - Clerk	Salary - March			167.40						167.40
15.03.24	S/O	HMRC	Tax re Clerk							41.85		41.85
31.03.24		TOTALS		56.00	1,067.73	2,152.80	50.00	38.50	299.11	538.20	156.00	4,385.22

	A	B	C	D	E	F	G
1	St Donats Community Council 2023/2024						
2							
3	RECEIPTS						
4							
5	Date	Name	Precept	Interest	VAT Refund	Amount	
6	28.04.23	VGC Precept	1,671.00			1,671.00	
7	31.08.23	VGC Precept	1,671.00			1,671.00	
8	29.12.23	VGC Precept	1,670.00			1,670.00	
9	Totals		5,012.00			5,012.00	

✓
✓
✓
✓

2

ST DONATS COMMUNITY COUNCIL
ASSET REGISTER as at 31.03.2024

3 Notice Boards (purchase price unknown)	-	£3.
Lenovo Laptop purchased October 2018	-	£350.
Defibrillator purchased June 2020	-	£995.
Defibrillator Cabinet purchased June 2020	-	£495.
Printer (purchase price unknown)	-	£1.
Notice Board purchased 23.3.2022 for St Donats From Notice Board Company	-	£310.
Value of Assets	-	£2,155.

Bank reconciliation

COUNCIL NAME: St Donats Community Council

COUNTY : Vale of Glamorgan

		£
A	Balance on the bank statement at 31 March (taken from bank statement)	3,139.21
	Outstanding items	0.00
B	Less unpresented cheques (List each outstanding cheque)	0.00
C	Plus uncleared payments into bank (to agree with attached list)	0.00
D	Petty cash Plus any petty cash balance held at 31 March	0.00
E	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)	<u>3,139.21</u>

Explanation of variances – St Donats CC

Working out what variances need to be explained

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

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

ST DONATS AND WICK

277. The current community council arrangements in St Donats consist of 3 wards: Marcross, Monkash, and St Donats. The community has a total electorate of 338 and is represented by 8 community councillors. The electorate per ward and number of councillors are as follows:

Community Ward	Electorate	Number of Councillors
Marcross	107	3
Monkash	39	1
St Donats	192	4
Total	338	8

278. The current community council of Wick consists of a total electorate of 800 and is represented by 7 community councillors.

Community	Electorate	Number of Councillors
Wick	800	7
Total	800	7

Representations

279. During the initial consultation period the Commission received 3 representations concerning the Communities of St Donats, and Wick from: The Vale of Glamorgan Council Cross Party Working Group (VOGCPWG), St Donats Community Council, and Wick Community Council. The representations are published on the [Commission's website](#).

280. During the draft consultation period the Commission received 4 representations concerning the Communities of St Donats and Wick from: VOGCPWG, St Donats Community Council, Wick Community Council and a resident of St Donats. The representations are published on the [Commission's website](#).

Community ward boundary recommendations

281. The Commission recommends applying 1 change to the existing community boundaries, which includes the creation of a new community:

- Creation of a new community known as St Donats and Wick

282. The Commission recommends the abolition of the communities of St Donats and Wick and utilise the 2 areas to form the new Community of St Donats and Wick. This involves the creation of a new community which incorporates 2 neighbouring, rural communities. The recommendation was submitted by the VOGCPWG at the initial consultation stage. The Commission agrees that this recommendation provides for more effective and convenient local government. The Commission recommends utilising the existing community ward boundaries of Marcross, Monkash and St Donats and the community boundaries of Wick to create community wards in the new community. The recommendation can be found on the map on page 135.

283. As a result of these recommendations, the electorate within the new Community of St Donats and Wick would be 1,138.

284. The new community ward of Marcross would have 107 electors. The new community ward of Monkash would have 39 electors. The new community ward of St Donats would have 192 electors. The new community ward of Wick would have 800 electors.

FINAL RECOMMENDATIONS REPORT

Recommended Names

285. As a result of these recommendations the Commission recommends the new English community name of **St Donats and Wick** with the Welsh community name of **Sain Dunwyd a'r Wig** as recommended by the Welsh Language Commissioner.
286. The Commission recommends retaining the existing English community ward name of **St Donats** and recommends the Welsh community ward name of **Sain Dunwyd** as prescribed in the County Borough of the Vale of Glamorgan (Electoral Arrangements) Order 2021.
287. The Commission also recommends retaining the existing English community ward name of **Wick** and recommends the Welsh community ward name of **Y Wig** as prescribed in the County Borough of the Vale of Glamorgan (Electoral Arrangements) Order 2021.
288. The Commission also recommends retaining the existing English community ward name of **Marcross** and recommends the Welsh community ward name of **Marcroes** as recommended by the Welsh Language Commissioner.
289. Finally, the Commission recommends retaining the existing English community name of **Monknash** and recommends the Welsh community ward name of **Yr As Fawr** as recommended by the Welsh Language Commissioner.

Consequential Changes

Community Council electoral arrangements

290. The recommended community council arrangements in the new Community of St Donats and Wick would consist of 4 wards: Marcross, Monknash, St Donats, and Wick. The community is recommended to have a total electorate of 1,138 and be represented by 9 community councillors.
291. The Commission is required to recommend electoral arrangements for the new community council that would be created following these recommendations. The Commission's recommended electoral arrangements for the community councils can be seen below:

St Donats and Wick Community Council (Rural)								
Existing					Recommended			
Wards	Electors	Community Councillors	Electors per Councillor	Variance (CC)	Electors	Community Councillors	Electors per Councillor	Variance (CC)
Marcross	107	3	36	-53%	107	1	107	-15%
Monknash	39	1	39	-49%	39	1	39	-69%
St Donats	192	4	48	-37%	192	2	96	-24%
Wick	800	7	114	50%	800	5	160	27%
	1,138	15	76		1,138	9	126	

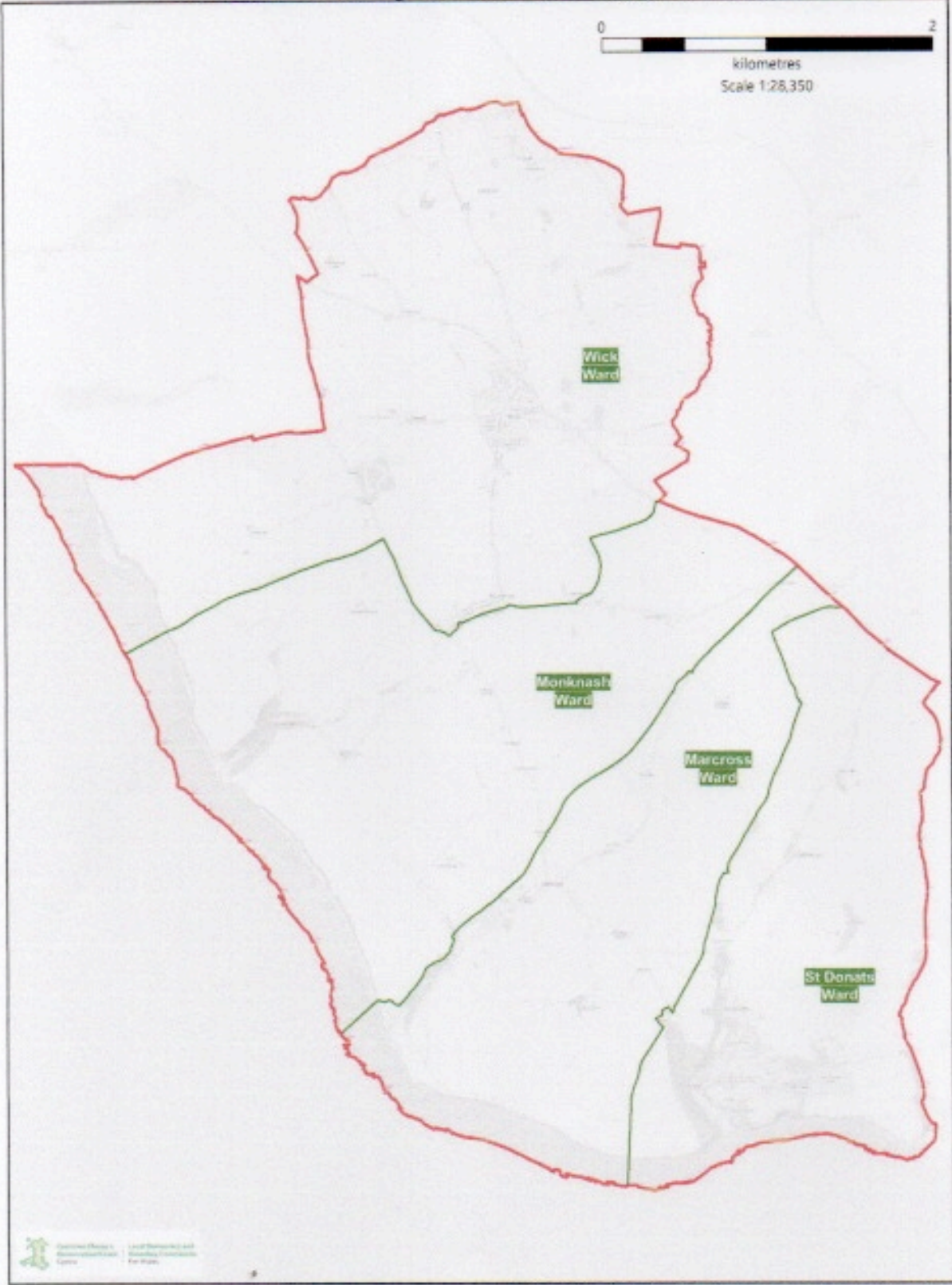
The Commission notes that the Council size policy submitted by VOGCPWG would mean that the Community of St Donats and Wick would be entitled to 8 community councillors which would improve the county wide variance. However, in order to provide effective and convenient local government, the Commission has recommended that the community of St Donats and Wick be represented by 9 community councillors to provide acceptable levels of variance across the community area.

Principal council electoral ward arrangements

292. The Commission is required to consider the consequential changes to principal council electoral wards that would occur following these recommendations.
293. As the Communities of St Donats and Wick are currently within the electoral ward of St Bride's Major, the Commission recommends that the electoral ward of St Bride's Major is made up of the new Community of Ewenny and St Bride's Major which are considered on page 131 and the new Community of St Donats and Wick.

Consequential Changes to Electoral Ward Arrangements								
Existing					Recommended			
Wards	Electors	Councillors	Electors per Councillor	Variance	Electors	Councillors	Electors per Councillor	Variance
St Bride's Major	3,745	2	1,873	-3%	3,745	2	1,873	4%
	3,745	2	1,933		3,745	2	1,800	

The Community of St Donats and Wick



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