

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

HEALTH CHECK 2025

REF	HEADING	REQUIREMENT	WHAT WE DO	ACTIONS REQUIRED	CODE
A1	Vision and purpose	Having a clear vision and purpose agreed by all members will help your council in achieving for its community.	Agreed as part of the Town Plan.		OK
A2	Biodiversity plan	Councils have a duty to prepare and implement a biodiversity plan.	Plan adopted and in place.		OK
A3	Well-being	Some councils have a duty to prepare a well-being plan.	The council has a well-being plan which follows.		OK
A4	Annual Report	The council is required to publish an annual report each year.	The council prepares and publishes an annual report each year.		OK
B1	Code of Conduct	The council is required to adopt and abide by the code of conduct.	The council has adopted and implements the code of conduct.		OK
B2	Declaration of office	All councillors are required to sign a declaration of office.	All councillors have signed the declaration of office.		OK
B3	Code of Conduct	Councillors provided with code of conduct.	All councillors have received a copy of the code of conduct.		OK
B4	Emails & website	All councillors have a council email address or a separate email address for council business Website should be .gov or .wales		Review of emails to be implemented.	ACTION NEEDED
B5	Training	All councillors have received training on their role and training needs are regularly reviewed	All councillors have a councillor induction on appointment to the council		OK

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B6	Independent Review Panel Wales	All councillors to be paid allowances as per the annual report of the IRPW.	All councillors have written confirming they do not wish to take any allowances. The policy of the council is not to pay optional allowances.		OK
B7	Independent Review Panel Wales	The council to submit a schedule of allowances paid to the IRPW each year.	The RFO submits a schedule of allowances paid to the IRPW annually.		OK
B8	Employment contracts	All staff must have employment contracts.	All staff have employment contracts.		OK
B9	Employment job description	All staff must have an up to date job description.	All staff have up to date job descriptions.		OK
B10	Employment conditions	Any changes to employment conditions including salary increases to be recorded as approved by the council in the minutes.	All alterations to contracts including salaries are recorded with approval in the council minutes.		OK
B11	Employee code of conduct	All employees must have a copy of the code of conduct.	The council has a staff handbook containing the staff code of conduct.		OK
B12	Employment policies	Council to publish policies on employment including: Adoption and Paternity Policy Alcohol Drugs and Substance Misuse Policy Annual Leave Policy Appraisal Scheme Bullying and Harassment Capability Policy Code of Conduct for Employees Dignity at Work Policy	The council has polies as follows: Not applicable to us. Within staff manual Within staff manual Within staff manual Within staff manual On website Nor required Within staff manual Not required		OK

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		Discipline and Grievance Policy Equality and Diversity Policy Health and Safety at Work Policy Maternity Leave Policy Member / Officer Relations Protocol Recruitment Procedure Shared Parental Leave Policy Attendance Management Policy Stress Management Policy Time off in Lieu Policy Training Policy Whistleblowing Policy	Within staff manual Within staff manual Yes Not applicable Yes Yes Not applicable Not applicable Within staff manual Within staff manual Published on website Within staff manual		
B13	HRMC	The council is required to operate PAYE.	The council is fully compliant with PAYE.		OK
B14	Overtime	All overtime payments are paid through the normal payroll process and subject to PAYE	The council is fully compliant with PAYE.		OK
B15	Staff allowances	Any additional allowances paid to staff are subject to tax where appropriate	The council is fully compliant with PAYE.		OK
B16	Pensions	The council is to comply with pensions legislation	Not applicable to current council employees.		OK
B17	Staff training	All staff have received appropriate training for their role	Town Clerk is FSLCC and completes CPD each year. Youth leader is qualified.		OK
B18	Staff emails and computers	All staff have council email addresses and access to council IT systems	The Town Clerk has the council email address Llanfairownclerk@mail.com and all council computers and hard disk backup are access password protected.		OK

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C1	Council engagement strategy	The council is to have an agreed community engagement strategy	The council has a community engagement policy.		OK
C2	Review of engagement strategy	The community engagement strategy is reviewed periodically	All documents are reviewed annually.		OK
C3	Welsh Language I	The council complies with the requirements of the Welsh Language Wales Measure 2011. The council is expected to treat the Welsh language reasonably and proportionately in its dealing with the public.	The council provides the following with regard to the Welsh Language: Website home page in Welsh All documents available in Welsh upon request		OK
C4	Welsh Language II	The council makes provision to translate documents when required	This is in place.		OK
C5	Website/social media	A community or town council must make certain information available electronically.	All relevant information is posted on the website and signposting on social media.		OK
C6	Publication of information	The council is required to publish electronically: a) Information on how to contact it and its clerk including: • a telephone number • a postal address • an email address b) information about each of its members, including: • the member's name	The council publishes the following information: All contact details published. Members are recorded on the website as required.		OK

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		• how the member may be contacted • the member's party affiliation • the ward which the member represents • any office of the council held by the member and any committee of the council to which the member belongs c) the minutes of the proceedings of the council's meetings and (in so far as is reasonably practicable) any documents which are referred to in the minutes d) any audited statement of the council's accounts	All public minutes are published on the website 7 days following each meeting. Annual reports and accounts are published on the website.		
C7	Social media policy	The council is to have a social media policy published on its website	The council has a social media policy and it is published on the website.		OK
C8	Complaints procedure	The council is to have an agreed process for handling complaints which is published on its website	The council has a complaints procedure and it is published on the website.		OK
D1	Standing Orders	The council has a set of standing orders to help govern the conduct of meetings, which is published on its website	The standing orders are published on the website and issued to all councillors.		OK

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D2	Councillors register of interests	Councillors' declarations of personal and prejudicial interests are recorded in the minutes and published on a separate rolling register on its website	Both are in place.		OK
D3	Meetings	The council has published a schedule of meetings on its website	The council publishes dates of its meetings on the website.		OK
D4	Annual meeting	The council holds an annual meeting in May	The council holds an annual meeting each May.		OK
D5	Delegation to committees	The council has clearly defined terms of reference (as appropriate) in place where it discharges functions to standing committees. The terms of reference should be published on the council's website	Where committees are approved the remit and membership is recorded in the minutes and on the website. Each councillor has an area of interest to enable the council to be fully informed.		OK
D6	Agenda (publication)	The council publishes all agendas and supporting background papers on its website at least three clear days before the meeting.	All agenda and background papers are published on the website at least 3 clear days before meetings.		OK
D7	Agenda (Councillors)	Councillors are served with a summons and receive copies of agenda papers and draft minutes at least three clear days before the meeting	All councillors are served with a summons along with agenda and background papers at least 3 clear days before the meeting.		OK

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D8	Public at council meetings	Members of the press and public are permitted access to council meetings and are supplied with copies of the agenda papers	The public and press are allowed to all public meetings of the councils and copies of papers are available.		OK
D9	Minutes	The council publishes all council / committee / subcommittee minutes on its website	All minutes of meetings are published on the website 7 days following the meeting.		OK
D10	Hybrid meetings	<i>The council is to make and publish arrangements for multi-location attendance at community and town council meetings</i>	<i>Yes on given notice.</i>	<i>Improvements to be put in place.</i>	<i>ACTION NEEDED</i>
D11	Delegation	The council is to have an approved scheme of delegations to committees and the clerk and these are published on its website	The council will record delegation of authority for each committee at the annual meeting and record it in the minutes. There is a delegated authority document for the Town Clerk posted on the website.		OK
D12	Governance	The council is to post a documented constitution describing its general governance arrangements	The council publishes its documents with regard to governance on the website.		OK
D13	Annual business plan	The council is to produce and approve an annual business plan	The council approves each year at the annual meeting a plan of action for the forthcoming year which is monitored.		OK

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D14	Freedom of information	The council is to have a freedom of information publication scheme	The council has a FOI scheme and is registered with the FOI office.		OK
D15	GDPR	The council is to have a current information and data protection policy, which is published on its website.	The council has a GDPR policy published on the website.		OK
D16	Data protection health check	The council is to have completed and met the requirements of the Information Commissioner's data protection self-assessment checklist.	Internal check against this chart completed.		OK
D17	IT security	The council is to have a current IT Information Security Policy, which has been issued to councillors and staff	The IT security policy is posted on the website under GDPR		OK
D18	Statutory notices on emails and website	The council is to have a suite of privacy notices published on its website, email communications and other forms of client correspondence	Privacy notices are attached to each email sent.		OK
D19	Data audit	The council is to have performed a data audit to assess what information it holds		This was done but needs to be recorded.	ACTION NEEDED
D20	Document retention	The council is to have a document retention policy published on its website	Policy draft in place.	To be approved..	ACTION NEEDED
D21	Document disposal	The council is to periodically purge information which it no longer needs to keep	No purge necessary at this time.		OK
D22	Document disposal records	The council is to keep information disposal records	Records will keep records of any documents purged.		OK

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D23	Access statement	The council is to have published an accessibility statement on its website and undertakes periodic reviews to ensure that the website remains compliant	In place.		OK
D24	Back up information	The council has a business continuity plan to help it continue to function should it encounter loss or damage to property	All information is held in multi- location, on a separate hard disc and in paper format.		OK
D25	Emergency plan	The council has an emergency plan to help support community resilience and which has been shared with the Emergency Planning Authority	Draft emergency plan is in place.	To be approved.	ACTION NEEDED
D26	Health & Safety	The council has an extant Health and Safety Policy Statement and associated procedures.	The council has a H&S statement published on the website.		OK
D27	Health & Safety budget	The council is to set an annual budget in place to meet health and safety requirements	The budget includes a sum for H&S.		OK
D28	Risk assessments	The council is to have a documented risk assessments in place and performs regular reviews (at least annually) of all its risk assessments to identify hazards and the adequacy of existing control measures across all activities and service areas	The council has risk assessments for those activities that require one and they are published on the website.		OK

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D29	Management of risk	The council is to have developed internal systems to manage the control measures set out in the risk assessments relating to council property and activities, and produces an annual action plan which is reviewed and reported to council	The council has a council risk assessment financial controls and allocated areas of interest with councillors which allows for review and reporting to council.		OK
D30	Accident book	The council has an accident report book and related investigation procedures	The council has an accident book including procedures.		OK
D31	Stress management	The council has a stress management policy	Draft plan in place.	To be approved.	ACTION NEEDED
D32	Stress management records	The council has a stress risk assessment	Draft plan in place.	To be approved.	ACTION NEEDED
D33	Event management	The council facilitates and controls community events and has an events management plan to consistently regulate event activities safely	The council has event plans, risk assessments and information packs for all its events.		OK
D34	Asset register	The council maintains a register of its assets	The council maintains an asset register.		OK
D35	Risk assessments and assets examinations	The council periodically examines and risk assesses its assets and prepares maintenance / repair plans	The council reviews all documents and procedures at its annual meeting each year.		OK

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D36	Asset transfers	The council prepares a business case before entering into the acquisition of large value assets	Each asset transfer is considered alongside the following: i) A condition report ii) A sustainability report iii) Title report iv) Community benefit report		OK
D37A	Insurances I	The council has adequate insurance cover to protect employees, buildings, property, cash, public, employees and all risks.	The council holds an all risks policy which is reviewed annually.		OK
D37B	Insurances II	Insurance documents should be circulated and approved by full council. Certificates of insurance must be displayed in a prominent position at all council premises.	All information on insurances is reported to council and all documents made available.		OK
E1	RFO	The council has a formally appointed responsible financial officer	The council has appointed an RFO.		OK
E2	Cash Book	The council has a complete and up to date ledger/cashbook	There is an up to date cash book.		OK
E3	Financial documents	The responsible financial officer to determine the council's accounting control systems and ensure that the accounting control systems are observed.	The accounting rules are set out in the adopted financial regulations, risk assessment and cash handling procedure all of which are posted on the website.		OK

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		The accounting control systems must include: (a) measures to ensure that financial transactions are recorded as soon as reasonably practicable and as accurately as reasonably possible (b) Measures to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records (c) Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions (d) Procedures to ensure that uncollectable amounts, including bad debts, are not written off except with the approval of the responsible financial officer, or such member of that person's staff as is nominated for this purpose, and that the approval is shown in the accounting record	The council receives monthly management accounts with the bank reconciliation statement. The council appoints a councillor to liaise with the RFO and looks at the accounts and reconciliation each month. No bad debts are written off without council approval. With the above and the internal independent audit the council feels the risks are controlled and low.		
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		(e) Measures to ensure that risk is appropriately managed			
E4	Financial records	Councils should ensure that they are fully aware of all key accounting records including for example: a) burial register b) cheque books c) invoices d) payroll records e) contracts (including employment contracts)	All records are available to all councillors at any time.		OK
E5	Document storage and accessibility	Councils must ensure that all accounting records including contracts, payroll records, invoices etc are held securely and proper arrangements are in place for the transfer of records on changes in the clerk/responsible financial officer. This is particularly important where the council does not have its own office. The council's copy of the clerk's employment contract should not be retained by the clerk where the council does not have its own office.	All records are kept in paper format, on computer and on hard back up disk.		OK
E6	Reserves	The council has and monitors a record of its earmarked reserves and balances and ensures that precept is not raised unnecessarily	The council considers the reserves and what is ring fenced annually at their June council meeting.		OK

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E7	Annual return	Preparing and agreeing a timetable for the preparation and approval of the annual return will enable the council to meet the statutory approval date of 30 June each year. Documenting these arrangements also assists in handover of responsibilities between outgoing and incoming responsible financial officers.	The council is aware of and the Town Clerk ensures that the dates set by regulation are met each year.		OK
E8	Approval of annual accounts and annual return	Members will need to be mindful of the statutory timetable for approving the accounts and where the statutory dates are not met, establish why there is a delay and make arrangements to approve the accounts as soon as possible thereafter. Members must receive the full annual return 3 days before the meeting. The Accounts and Audit (Wales) Regulations 2014 requires that the council as a whole approve the accounting statements (contained in the Annual Return)	The council receives the annual report and approves said report at its June meeting each year.		OK
E9	Annual return documents	Councils should not approve the annual return until they are satisfied that the assertions made in the annual governance statement are supported by sufficient evidence to justify the answers given.	The background papers to the annual return are made available to councillors prior to the approval of the annual return.		OK

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E10	Risk register	The council has a risk register which is reviewed at least annually	The council has an overall council risk assessment reviewed annually. The list of risk assessments and documents are posted in full on the website.		OK
E11	Internal auditor	Appointment of the internal auditor and internal audit terms of reference are approved by the council	The council appoints an independent internal auditor each year.		OK
E12	Review of internal auditor	The effectiveness of internal audit is reviewed at least once in each year	The council reviews the audit process each year.		OK
E13	Annual audit pack	Councillors examine the audit pack to be sent to the Auditor General for Wales to confirm the accuracy of the information provided	The audit pack is inspected by the nominated councillor and reported to full council before submission.		OK
E14	Electors' rights	The rights of the public in relation to the accounts are advertised at the appropriate times.	The electors' rights notices are posted on the notice boards and on the website in line with the prescribed dates.		OK
E15	Annual return inspections	The council allows inspection of the annual return or statement of accounts and the supporting accounting records and other documents once the statement of accounts has been approved by the council	The annual return and accounts are available to public inspection at any time.		OK
E16	External audit report	Councillors receive a copy of the Auditor General's final audit report and a copy of the Auditor General for Wales's certified annual return	The council receives the external audit report annually.		OK

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E17	Audit publication	The statement of accounts is published after the annual external audit, together with the auditor's report	The external auditor report is available to both councillors and electors.		OK
E18	Budget	The council prepares a detailed budget each year prior to setting the precept	The council considers a draft budget in October and approves the final budget prepared in November each year.		OK
E19	Budget approval	The budget and the precept requirement are approved by the council	The council approves both the budget and precept.		OK
E20	Monthly financial reporting	Regular monitoring of income and expenditure can help councils to identify financial issues before they become problems.	The council receives monthly the management accounts and bank reconciliation.		OK
E21	Monthly bank reconciliation	The bank reconciliation is an important internal control as it provides evidence of the completeness and accuracy of the amounts recorded in the council's accounting records. Reconciliations should be prepared whenever a bank statement is received and should be reviewed to confirm they have been properly prepared. Reviewers should seek evidence and explanations for reconciling items.	The council receives the bank reconciliation each month.		OK
E22	Borrowings	Councils must obtain Welsh Government consent before entering into long term borrowing arrangements.	The council has no borrowings nor any requirement to do so.		OK

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E23	Internal audit and the annual return	Arrangements are to be put in place for internal audit of the council's accounting records and of its system of internal control, and for receipt of the internal audit report prior to the council's approval of the annual return	The council appoints an internal auditor who reports in writing to the council. The internal auditor signs the annual return as required.		OK
E24	Procurement	Standing orders are to be put in place specifically for the procurement of the supply of goods, materials, works and services.	The council has an approved procurement policy which is published on the website.		OK
E25	Procurement review	The council reviews procurement thresholds in its standing orders and financial regulations to ensure they remain relevant	The annual meeting reviews all documents.		OK
E26	Larger procurement contracts	Significant items of expenditure and all contracts are reviewed to ensure compliance with the standing orders / financial regulations	All contracts are considered and reviewed by the council.		OK
E27	Exceptions to the rules on procurement	Exemptions to the standing orders / financial regulations are only applied in exceptional circumstances.	Any exemptions sought are accompanied by a report from the RFO for consideration by the council.		OK
E28	Payments	The council should have clearly documented procedures for authorising and making payments. This is required to ensure: • Bank accounts are only opened with consent of the council	Bank accounts can only be altered or opened with council approval.		OK

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		• Direct debits and standing orders are properly authorised • Appropriate authorisation limits and procedures are in place to ensure that only approved payments are made • Access to council funds is safeguarded in case of departure of members/officers	All DD and SO are approved by the council with 3 signatories. All payments are authorised by the RFO and two councillors who see the paperwork on cheque signing. All movements of council funds are authorised by the RFO and 2 councillors upon considering the paperwork.		
E29	Review of payments	Independent review of payments processes is an important control to limit the risk of fraud or other error arising.	Payments are reviewed and approved at each council meeting.		OK
E30	Monitoring of SO and DD	Bank standing orders and direct debits result in an ongoing series of payments and the council should ensure that it understands what the payments are for and the current level of payments made.	All standing orders and direct debits are reviewed regularly.		OK
E31	Grants policy	Adoption of a policy and specified procedure for the award of grants will help councils to decide between competing requests for support. Councils can set key criteria for eligibility, limits on the assistance that may be awarded and specify evidence required to support applications for	The council has a grant policy published on its website.		OK

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		funds. It also provides a clear trail from the application to the award of grant.			
E32	Section 137 levels	The amount councils are permitted to spend is limited to a multiple of registered electors as of January immediately before the start of the financial year. Councils need to ensure that they do not spend more than the allowed sum. The allowable amount is published annually by Welsh Government.	The council is informed of the section 137 limits on expenditure annually and any section 137 payments assessed against this limit.		OK
E33	Grant assessments	Before making a decision to award assistance, the council considers if the grant awarded is commensurate with the benefit that will be accrued to the community	See grant policy above.		OK
E34	Assessing section 137 payments	Before making a decision to award a grant, the council considers if it has a specific power to incur the expenditure rather than applying the section 137 power, or if there is a statutory prohibition on making payments for which the council has not power.	See E32 above.		OK
E35	Section 137 payments records	The council keeps a separate account of all section 137 payments	The accounts show section 137 payments separately.		OK

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Assessment by R A Robinson MBE FRICS FSLCC Town Clerk
January 2025

CHECKED

Cllr Stephen Purser has been through the Health Check with the Town Clerk.

SUMMARY

Headings/requirements	103
Headings needing action	7 (6.7%)