

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

**Pack of appendices for the full council meeting to be held on
Monday 22nd June 2026**

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APPENDIX A

Actions taken since last meeting:

1	Circulate and publish draft minutes	Completed
2	Pay invoices in line with orders for payment	Completed
3	Update website following annual meeting	Completed
4	Progress with Place Making Plan	Progressing
5	Progress with Deri Woods works	Progressing
6	Progress with minor repairs as identified in weekly inspections	Completed
7	Commence discussions on Leisure Centre future	Progressing
8	Inform PCC of planning decisions	Completed
9	Progress with land registration at Deri Woods	Progressing
10	Progress Emerging Acorns grant	Progressing
11	Progress with path from Banwy footbridge to Glanyrafon	Ongoing
12	Progress approach to Trunk Road Agency regarding the A483 west of the 20mph sign	Approach made

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APPENDIX B

MONTHLY INCOME & EXPENDITURE SUMMARY					
INCOME	BUDGET	BUDGET TO DATE	ACTUAL	April	May
Precept	60,316.00	20,106.00	20,106.00	20,106.00	0.00
Burial Services	5,000.00	833.33	495.00	160.00	335.00
Street Scene	5,000.00	0.00	0.00	0.00	0.00
Recreational	10.00	0.00	0.00	0.00	0.00
Mount Field	420.00	0.00	0.00	0.00	0.00
Deri Woods	0.00	0.00	0.00	0.00	0.00
Administration	400.00	66.67	0.00	0.00	0.00
Publicity/Events	750.00	0.00	0.00	0.00	0.00
Projects	153,050.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Community	250.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Custom 2	0.00	0.00	0.00	0.00	0.00
Total	225,196.00	21,006.00	20,601.00	20,266.00	335.00
EXPENDITURE	BUDGET	BUDGET TO DATE	ACTUAL	April	May
Burial Services	8,150.00	1,545.00	1,184.27	258.46	925.81
Street Scene	7,500.00	1,250.00	1,436.41	965.23	471.18
Recreational	3,000.00	475.00	256.66	83.33	173.33
Mount Field	6,175.00	1,029.17	999.68	650.00	349.68
Deri Woods	4,875.00	750.00	816.98	100.00	716.98
Administration	22,600.00	4,100.00	3,654.18	1,254.94	2,399.24
Publicity/Events	14,800.00	2,116.67	1,761.00	0.00	1,761.00
Projects	149,050.00	186.00	185.19	112.00	73.19
Grants	3,600.00	0.00	0.00	0.00	0.00
Community	5,335.00	657.00	653.76	424.88	228.88
Section 137	50.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Custom 2	0.00	0.00	0.00	0.00	0.00
Total	225,135.00	12,108.83	10,948.13	3,848.84	7,099.29
Balance	61.00	8,897.17	9,652.87	16,417.16	-6,764.29
VAT			445.15	158.42	286.74
CHECK = 0				0.00	0.00

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BANKING CHECKS				
			April	May
BANKING	START	CURRENT	37,552.40	52,838.75
		DEPOSIT	63,589.52	63,589.52
		TOTAL	101,141.92	116,428.27
	END	CURRENT	52,838.75	45,447.72
		DEPOSIT	63,589.52	63,589.52
		TOTAL	116,428.27	109,037.24
		DIFFERENCE	-15,286.35	7,391.03
SUMMARY	INCOME	GENERAL	20,266.00	335.00
		DEBTORS	1,054.14	0.00
		VAT	0.00	0.00
		TOTAL	21,320.14	335.00
	EXPENDITURE	GENERAL	3,848.84	7,099.29
		Town Trail		
		Last yr chq	2,026.53	340.00
		VAT	158.42	286.74
		TOTAL	6,033.79	7,726.03
		DIFFERENCE	15,286.35	-7,391.03
		CHECK = 0	0.00	0.00
			OK	OK

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APPENDIX C

AUTH	CHEQUE	PAID TO	DEPT	FOR	NET	VAT	GROSS
1972 LGA	102008	WPG	PUBLICITY	CHRONICLE	211.00	0.00	211.00
1973 LGA	102009	ROB ISAAC	VARIOUS	STRIMMING	135.00	0.00	135.00
1974 LGA	DD	BRITISH GAS	STREET SCENE	TOILETS ELECTRIC	89.10	0.00	89.10
1975 LGA	102010	GALLAGHER	ADMINISTRATION	INSURANCES	1449.60	0.00	1449.60
1976 LGA	102011	HOMELY CLUB	GRANTS	GRANT	450.00	0.00	450.00
1977 LGA	SO	INSTITUTE	ADMINISTRATION	OFFICE RENT	108.33	0.00	108.33
1978 LGA	TRANS	HSBC	ADMINISTRATION	BANKING	11.00	0.00	11.00
1979 LGA	102212	THE INSTITUTE	ADMINISTRATION	HALL RENTAL	130.00	0.00	130.00
1980 LGA	102213	NICK BURTON	DERI WOODS	MATERIALS	18.12	0.00	18.12
1981 LGA	102014	NICK BURTON	DERI WOODS	MATERIALS	58.14	0.00	58.14
1982 LGA	SO	R HOUGHTON	STREET SCENE	TOILET CLEANING	250.00	0.00	250.00
1983 LGA	DD	BRITISH GAS	CHAPEL OF REST	ELECTRIC	61.58	0.00	61.58
1984 LGA	SO	BRIDGEN CONTRACTING	MOUNT FIELD	GRASS CUTTING	300.00	146.67	446.67
			BURIALS	GRASS CUTTING	300.00		
			RECREATION	GRASS CUTTING	133.33		
1985 LGA	SO	SALARY TOWN CLERK	ADMINISTRATION	SALARIES	734.10	0.00	734.10
1986 LGA	SO	SALARY YOUTH LEADER	COMMUNITY	SALARIES	228.88	0.00	228.88
1987 LGA	SO	POWYS COUNTY COUNCIL	DERI WOODS	WASTE	49.68	0.00	49.68
1988 LGA	SO	POWYS COUNTY COUNCIL	MOUNT FIELD	WASTE	49.68	0.00	49.68
1989 LGA	DD	BRITISH GAS	STREET SCENE	TOILET ELECTRIC	190.39	9.51	199.90
1990 LGA	SO	INSTITUTE	ADMINISTRATION	OFFICE RENT	108.33	0.00	108.33
1991 LGA	TRANS	HSBC	ADMINISTRATION	BANKING	15.00	0.00	15.00

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX D

Annual Return for the Year Ended 31 March 2026

Accounting statement 2025-26 for:

Name of body:

LLANFAIR CAEREINION TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. 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	93058	95430	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	48825	53900	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	14048	18,078	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	11802	15,380	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	48699	52,278	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	95430	99,750	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0			
8. (+) Debtors	5900	1062	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	89530	98688	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held <u>at</u> 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	95430	99750	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	212000	227000	The asset and investment register value of all fixed assets and any other long-term assets held as <u>at</u> 31 March.
13. Total borrowing	0	0	The outstanding capital balance as <u>at</u> 31 March of all loans from third parties (including PWLB).

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

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, that for the year ended 31 March 2026:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	YES		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	YES		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	YES		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	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 does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	YES		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: - Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts - Maintenance and security of accurate and up to date accounting and other financial records - Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.	YES		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	D
7. We have maintained an adequate system of internal control and management of risk, including: - measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments - assessment and management of risks facing the Council - an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.	YES		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging 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.	D, E
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 weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and 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 issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		NO	Meets the eligibility criteria to exercise the general Power of Competence	E

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Additional disclosure notes

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.

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	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 2025-26 was £11.10 per elector. In 2025-26, the Council made payments totalling £50.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.	

Trust Funds

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 Y	NO	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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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 2026.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	Minute ref:
RFO signature:	Chair signature:
Name: Robert Andrew Robinson MBE	Name: Cllr Melvin Jones
Date: 22 nd June 2026	Date: 22 nd June 2026

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

Annual internal audit report to:

Name of body: **LLANFAIR CAEREINION TOWN 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 2026.

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.	YES				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES				
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.	YES				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	YES				
6. Petty cash payments were properly supported by <u>receipts</u> , expenditure was approved and VAT appropriately accounted for.	YES				
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	YES				
8. Asset and investment registers were complete, accurate, and properly maintained.	YES				

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	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.	YES				
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.	YES				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	YES				

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 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: DAVID HAWES
Signature of person who carried out the internal audit: <i>David Hawes</i>
Date: 17-05-2026

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX E

Llanfair Caereinion Town Council
C/O Robert A. Robinson
Crown House
High Street
Llanfair Caereinion
SY21 0QY

May 2026

To the Councillors of Llanfair Caereinion Town Council,

Internal Audit Report 2026

I have completed the internal audit for the year ended 31 March 2026.

My role as internal auditor is to assist the Council in fulfilling its responsibility to have and maintain proper internal control arrangements. That includes for the prevention and detection of fraud and errors, ensuring proper use of funds and reducing mistakes.

I can confirm that I am independent of Llanfair Caereinion Town Council, having no personal or financial interest in the Council, and having no involvement in the financial decision making, management or control of the Council. I have no personal or financial connection to the Clerk, Robert Robinson.

To complete the internal audit I have reviewed the Council's financial regulations, policies, board minutes, accounts, asset register, bank statements and I agreed transactions recorded in the management accounts to their supporting documents.

I have found the record keeping to be organised, the transaction recording to be materially accurate, and the supporting documentation to be appropriate. The transactions appeared reasonable for the needs and objectives of the Council. As such, I recommend that the current processes continue.

I wish to express my thanks to Robert for providing referenced information in a clear and understandable format ahead of the review and for responding quickly to my queries with everything requested.

Due to a change in personal circumstances, it is with regret that I must resign from the position of internal auditor for Llanfair Caereinion Town Council with effect from the end of this, the 2026 financial year. I will provide an updated management accounts template for the 2026-27 financial year, and ownership of this bespoke tool will transfer to the council, ensuring it remains a valuable resource for your future use. I am happy to provide any handover support needed.

Yours sincerely,



David Hawes ACA BSc LCGI

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX F1

MOUNT FIELD		
MOUNT FIELD	BUDGET ANNUAL	ACTUAL TO DATE
INCOME		
Other	410.00	300.00
Total Income	410.00	300.00
EXPENDITURE		
Grass cutting	4,500.00	3,576.00
Repairs	1,500.00	1,273.84
Insurances	325.00	357.52
Waste Disposal	300.00	366.94
Other	0.00	0.00
Total Costs	6,625.00	5,574.30
Balance	-6,215.00	-5,274.30

APPENDIX F2

DERI WOODS		
DERI WOODS	BUDGET ANNUAL	ACTUAL TO DATE
INCOME		
Grant Aid	0.00	0.00
Other	2,000.00	0.00
Total Income	2,000.00	0.00
EXPENDITURE		
Repairs	6,100.00	7,311.74
Projects (Grant)	0.00	340.00
Insurance	325.00	357.52
Grant aid	2,670.00	0.00
Projects	0.00	0.00
Other	0.00	0.00
Total Costs	9,095.00	8,009.26
Balance	-7,095.00	-8,009.26

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APPENDIX G

DERI WOODS LAND REGISTRATION PLAN

