

TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

Mr. STEPHEN POWELL
CLERK
TEL: TONYREFAIL (01443) 673991
E-MAIL: ton.cc@btconnect.com



c/o TRANE CEMETERY
GILFACH ROAD,
TONYREFAIL, PORTH,
R.C.T. CF39 8HL

5th June 2020

Dear Councillor,

You are summoned to attend the **Monthly Meeting** of **TONYREFAIL & DISTRICT COMMUNITY COUNCIL** on **THURSDAY 11th June, 2020 at 6:30pm**, for the purpose of transacting the following business.

This meeting will take place online via Zoom. The link will be e-mailed out to members on Wednesday. There should be no need to enter a password if you click on the link.

Yours sincerely,

Smpowell

Mr S Powell

CLERK

- 1. To receive apologies for absence in accordance with the Local Government Act 1972, Section 85**
 - 1.1. Apologies submitted for approval
 - 1.2. Apologies not submitted
- 2. To receive Disclosures of Personal Interest from members in accordance with the Code of Conduct.**
 - 2.1. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and
 - 2.2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest, they must notify the Chairman when they leave.
- 3. To confirm as a correct record:** The minutes of the Monthly meeting held on Thursday 14th May 2020.
- 4. Finance: To receive, accept and approve:**
 - 4.1. Accounts Paid May 2020
 - 4.2. Accounts for Payment June 2020
- 5. AUDIT 2019/20**
 - 5.1. To receive, discuss and approve the following documents:

- Bank – Cash & Investment Reconciliation as at 31st March 2020
- List of Creditors & Debtors as at 31st March 2020
- Detailed Income & Expenditure Account as at 31st March 2020
- Income & Expenditure Account as at 31st March 2020
- Trial Balance as at 31st March 2020
- Receipts & Payments Summary as at 31st March 2020
- Council Detail Report as at 31st March 2020
- Summary Income & Expenditure by Budget Heading as at 31st March 2020
- Balance Sheet as at 31st March 2020
- Supporting Reserves Reconciliation as at 31st March 2020
- Earmarked Reserves as at 31st March 2020
- Asset Register as at 31st March 2020

5.2. To receive the internal auditors report 2019/20:

- To discuss the observations/recommendations listed.
- To accept and approve and Internal Auditors report.

5.3. To receive a copy of the annual return and supporting documents for 2019/20:

- To accept and approve the Annual Return
- To accept and approve the Supporting Documents:
 - Bank – Cash & Investment Reconciliation as at 31st March 2020
 - Explanation of Significant Variances for 2019/2020
 - Notice of Appointment of Date for the Exercise of Electors' Rights
 - Evidence that the council has addressed all audit issues identified and reported to the council at the conclusion of the 2018-2019 audit
 1. Page No. 2018 – June 2019 - Minute No. 18
 2. Page No. 2136/7 – October 2019 - Minute No. 23
- Schedule of Meetings held 2019/2020

5.4. Signing of the annual return:

- Chairman & Responsible Financial Officer (Clerk) To Sign and Date Council/Board/Committee Approval and Certification on Annual Return
- The Chairman & Responsible Financial Officer (Clerk) To Certify Certified All Copies of Correspondence Relating to The Annual Return for Submission to The External Auditor (BDO) With the Annual Return.

6. To agree to the revised budget following year-end

7. Trane Cemetery – to receive and discuss any issues

8. Events

8.1. To consider the Council's position with regards to future events this year.

9. Grants

9.1. To agree to proceed with the Grant Application process and to approve the updated forms.

10. To Consider Urgent Items which the Chairman by reason of special circumstances is of the opinion should be considered at this meeting as a matter of urgency.