

Audit Notice

Notice of appointment of the date for the exercise of electors' rights

Cefn Cribwr Community Council

Financial year ending 31 March 2025

1. Date of announcement: 16th June 2024
2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc relating to them for 20 working days on reasonable notice. For the year ended 31 March 2025, these documents will be available on reasonable notice on application to:

David-Lloyd Jones, Clerk to the Council
47 Cefn Road, Cefn Cribwr, Bridgend. CF32 0BA.
01656 741354 / 07747 151205
davidlloyd.jones@btinternet.com
www.cefncribwr.org.uk

By appointment between the hours of 9am and 5pm Monday to Friday
commencing on 1st July 2025
and ending on 28th July 2025

3. From 12 September 2025, until the audit has been completed, Local Government Electors and their representatives also have:
 - the right to question the Auditor General about the accounts.
 - the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General. A copy of the written notice must also be given to the council.

The Auditor General can be contacted via: Community Council Audits, Audit Wales, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ or by email at communitycouncilaudits@audit.wales.

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: Cefn Cribwr Community Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	45,519	43,905	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	42,000	42,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	627	5,015	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	10,712	11,554	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	nil	nil	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	33,529	37,871	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	43,905	41,495	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0			
8. (+) Debtors	nil	nil	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	43,905	41,495	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	nil	nil	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	43,905	41,495	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,250	4,250	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	nil	nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Return for the Year Ended 31 March 2025

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 2025, that:

	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.	X		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.	X		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].	X		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.	X		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.	X		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: <ul style="list-style-type: none"> Effective financial management including the setting and monitoring of the Council's budget 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. 	X		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> 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. 	X		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.	X		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.	X		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		X	Meets the eligibility criteria to exercise the general Power of Competence	E

Annual Return for the Year Ended 31 March 2025

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 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £6,150 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

No

N/A

X

Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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 2025.

RFO signature:

Name: David-Lloyd Jones

Date: 11th June 2025

Approval by the Council

I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:

Minute ref:

Chair signature:

Name: Symon Kendall

Date: 11th June 2025

Annual Return for the Year Ended 31 March 2025

Annual internal audit report to:

Name of body: Cefn Cribwr 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 2025.

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.	✓				ALL RECORDS CHECKED AND EXCELLENT RECORDS KEPT
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				CHECKED PAYMENTS AND ALL EXPENDITURE APPROVED TO INVOICES AND RECORDS
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				BUDGETS CREATED AND MONITORED AT MEETINGS TO ACTUAL EXPENDITURE
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.	✓				ANNUAL PRECEPT AGREED AND CHECKED TO BANK STATEMENT FOR RECEIPT IN A TIMELY MANNER
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				ALL INCOME CHECKED TO RECORDS AND ALL ACCURATE
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		NO PETTY CASH
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				CHECKED TO WAGE RECORDS AND BANK STATEMENTS AND ALL AGREED
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				REGISTER SAME AS LAST YEAR AND AGREED

* Please include an explanation for any 'No' answers

Annual Return for the Year Ended 31 March 2025

	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.	✓				CHECKED BANK STATEMENTS ALL AGREED
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.	✓				CHECKED STATEMENTS ALL AGREED AND ACCURATE GIVE A TRUE AND FAIR VIEW OF COUNCIL POSITION - AGREED WITH CLERK AND CHANGES
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		N/A

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 9/6/25.] * 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 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

ROBIN CHARLTON

Signature of person who carried out the internal audit:

R Charlton

Date:

9/6/25

* Please include an explanation for any 'No' answers

CEFN CRIBWR COMMUNITY COUNCIL						
BANK RECONCILIATION STATEMENT						
FOR THE FINANCIAL YEAR TO 31ST MARCH 2025						
Bank Statement Balances as at the 01/04/24				£	£	
	Community Account		91482637		£ 8,208.43	
	Business Manager Account		1457411		£ 35,979.49	
	Bank Accounts Total			44,187.92		
	Unpresented Cheques 2023/24				£ 282.79	
Cash Book Opening Balance						43,905.13
Income Received						
Bank Account Interest				955.51		
Annual Precept				42,000.00		
Total Other Income				4,060.00		
Total						47,015.51
						91,203.43
Expenditure						
Staff Costs				11,553.62		
Total Other Payments				32,733.79		
Total Expenditure						44,287.41
Unpresented Cheques						5,420.68
Closing balance						41,495.34
Bank Statement Balances as at the 31/03/25						
	Community Account		91482637			9,981.02
	Business Manager Account		1457411			36,935.00
	less Unpresented Cheques					5,420.68
Total						41,495.34
David-Lloyd Jones						
Clerk and Responsible Financial Officer						

Bank Interest and Balance					
Community Account - 91482637					
Bank Balances					
Balance as at 1st April 2024				£	8,208.43
Balance as at 31st March 2025				£	9,981.02
Interest payments received					
Total				£	-
Income-IN					
	BCBC Footpath reimbursment 2023/24				£3,400.00
	Amberol LTD Refund				£660.00
				£	4,060.00
Transfers - IN					
09.12.24				£	15,000.00
19.02.25				£	10,000.00
30.03.25				£	5,000.00
				£	30,000.00
Precept - IN					
28.04.24	BCBC Precept 2024-25			£	42,000.00
				£	42,000.00
Transfers - OUT					
31.07.24	Transfer			£	30,000.00
				£	30,000.00

Bank Interest and Balance					
Business Manager Account - 01457411					
<i>Bank Balances</i>					
Balance as at 1st April 2024					£ 35,979.49
Balance as at 31st March 2025					£ 36,935.00
<i>Interest payments received</i>				£	
Apr-24				£ 59.28	
May-24				£ 57.46	
Jun-24				£ 59.47	
Jul-24				£ 57.65	
Aug-24				£ 69.23	
Sep-24				£ 109.21	
Oct-24				£ 105.86	
Nov-24				£ 107.93	
Dec-24				£ 102.92	
Jan-25				£ 83.35	
Feb-25				£ 80.99	
Mar-25				£ 62.16	£ 955.51
Income-IN					
					£ -
Transfers - IN					
31.07.24	Transfer				£ 30,000.00
					£ 30,000.00
Transfers - OUT					
09.12.24					£ 15,000.00
19.02.25					£ 10,000.00
30.03.25					£ 5,000.00
					£ 30,000.00

Explanation of Variances

Cefn Cribwr Community Council

Year ending 31st March 2025

Please find below any variance of more than 15% between totals for the individual boxes.

I am not required to explain variance of less than £200, however in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged.

In such cases I have provided an explanation of movements within each box.

Section 1	2023/24	2024/25	Variance	Variance	Detailed Explanation of variance
	£	£	(+/-) £	%	(with amounts £)
Box 2 <i>Annual Precept</i>	42,000	42,000	0	0.00	NA
Box 3 <i>Other Receipts</i>	1	4,060	4,059	405900.00	2023/24: There were no other receipts in this period. 2024/25: A reimbursement of £3,400 was received from BCBC for maintenance of the Rights of Way. A refund of £660 was received from Amerol Ltd due to an overpayment made in error.
Box 4 Staff Costs	10,712	11,554	842	7.86	NA
Box 5 Loan Interest/ Capital	nil	nil	nil	nil	NA
Box 6 Other Payments	33,246	32,734	-512	-1.54	A schedule is enclosed detailing the variance.
Box 7 Balances Carried Forward	43,905	41,495	-2,410	-5.49	NA
Box 8 Debtors	nil	nil	nil	nil	NA
Box 9 Total Cash & Investments	43,905	41,495	-2,410	-5.49	NA
Box 10 Creditors	nil	nil	nil	nil	NA
Box 12 Fixed & Long Term Assets	4,250	4,250	nil	nil	NA
Box 13 Total Borrowings	nil	nil	nil	nil	NA

VARIANCE ANALYSIS					
Year ending 31st March 2025					
Staff Costs		2023/24	2024/25	Variance	%
		£	£		
Clerk		£ 7,286.66	£ 7,749.80	£ 463.14	6.4%
HMRC		£ 1,680.95	£ 1,931.82	£ 250.87	14.9%
Pension		£ 1,744.75	£ 1,872.00	£ 127.25	7.3%
Other Payments				£ -	
Footpaths		£ 3,400.00	£ 2,450.00	-£ 950.00	-27.9%
Footpath Creation				£ -	
Spring Bulbs		£ 1,554.00	£ 1,504.00	-£ 50.00	-3.2%
Memorial Shelter Cleaning		£ 433.30	£ 701.99	£ 268.69	62.0%
War Memorial, Pentice & Bus Shelter Maintenance		£ 992.34	£ 6,764.77	£ 5,772.43	581.7%
Hire of Chamber			£ 386.00	£ 386.00	#DIV/0!
Print & Misc expenses (inc Remembrance)		£ 525.35	£ 500.28	-£ 25.07	-4.8%
Web Site		£ 444.87	£ 191.87	-£ 253.00	-56.9%
Postage		£ 27.20	£ 24.65	-£ 2.55	-9.4%
Telephone & BB		£ 552.00	£ 552.00	£ -	0.0%
Statutory & Depreciation		£ 254.87	£ 254.87	£ -	0.0%
Insurance		£ -	£ 1,080.41	£ 1,080.41	#DIV/0!
Member's Allowance			£ 300.00	£ 300.00	
Civic Service				£ -	
Subs OVW/SLCC/ALCC		£ 451.00	£ 471.00	£ 20.00	4.4%
Travel		£ 4.50	£ 27.90	£ 23.40	520.0%
Poppy Wreaths		£ 539.00		-£ 539.00	-100.0%
Grant Aid		£ 2,438.00	£ 3,150.00	£ 712.00	29.2%
Grant - Com Assoc		£ 2,500.00	£ 3,000.00	£ 500.00	20.0%
Play Scheme				£ -	
Audit Fees		£ 635.60	£ 243.33	-£ 392.27	-61.7%
Legal Fees				£ -	#DIV/0!
Christmas Decorations		£ 3,560.03	£ 3,858.22	£ 298.19	8.4%
Election Fees				£ -	#DIV/0!
Summer Planting Scheme		£ 5,434.00	£ 7,272.50	£ 1,838.50	33.8%
Community Project Match Funding		£ 9,500.00		-£ 9,500.00	-100.0%
Misc				£ -	
Contingency				£ -	
VAT				£ -	
TOTAL		£ 43,958.42	£ 44,287.41	£ 328.99	

CEFN CRIBWR COMMUNITY COUNCIL			
BUDGET			
April 2024 to March 2025			
	Budget	Projected	Budget
	2023/24	2023/24	2024/25
Bank Statement Balances as at the:	01/04/2023	01/04/2023	01/04/2023
Community Account - 91482637	£ 45,166.85	£ 45,166.85	£ 45,924.33
Business Manager Account - 1457411	£ 352.41	£ 352.41	£ 351.15
	£ 45,519.26	£ 45,519.26	£ 46,275.48
INCOME:			
Precept	£ 42,000.00	£ 42,000.00	£ 42,000.00
Other Income (Footpath Reimbursement, T&CC Grant Funding, VAT)	£ 22,600.00	£ 1,958.08	£ 37,500.00
	£ 64,600.00	£ 43,958.08	£ 79,500.00
EXPENDITURE:			
Clerk	£ 7,058.65	£ 7,286.66	£ 7,665.00
HMRC	£ 1,764.66	£ 1,833.55	£ 1,916.25
Pension	£ 1,764.66	£ 1,744.75	£ 1,916.25
Footpaths	£ 2,600.00	£ 1,600.00	£ 2,600.00
Footpath Creation	£ 250.00	£ -	£ 250.00
Spring Bulbs	£ 1,750.00	£ 1,554.00	£ 1,750.00
Memorial Shelter Cleaning	£ 700.00	£ 600.00	£ 700.00
War Memorial, Pentice & Bus Shelter Maintenance	£ 7,000.00	£ 2,500.00	£ 7,000.00
Hire of Chamber	£ 450.00	£ 450.00	£ 450.00
Print & Misc expenses (Inc Remembrance)	£ 1,250.00	£ 525.35	£ 1,250.00
Web Site	£ 200.00	£ 444.87	£ 550.00
Postage	£ 75.00	£ 27.20	£ 50.00
Telephone & BB	£ 575.00	£ 552.00	£ 575.00
Statutory & Depreciation	£ 400.00	£ 254.87	£ 400.00
Insurance	£ 1,000.00	£ 1,000.00	£ 1,000.00
Member's Allowance	£ 2,000.00	£ 150.00	£ 2,000.00
Civic Service	£ 350.00	£ -	£ 350.00
Subs OVW/SLCC/ALCC	£ 500.00	£ 500.00	£ 550.00
Travel	£ 100.00	£ 4.50	£ 100.00
Poppy Wreaths	£ 200.00	£ 539.00	£ 50.00
Grant Aid	£ 2,500.00	£ 3,000.00	£ 3,500.00
Grant - Com Assoc	£ 2,500.00	£ 2,500.00	£ 3,000.00
Play Scheme	£ 3,000.00	£ -	
Audit Fees	£ 450.00	£ 600.20	£ 800.00
Legal Fees	£ 1,000.00	£ -	£ 1,000.00
Christmas Decorations	£ 4,500.00	£ 7,120.06	£ 4,500.00
Election Fees	£ -	£ -	£ -
Summer Planting Scheme	£ 6,000.00	£ 5,434.00	£ 6,000.00
Community Project Match Funding	£ 50,000.00	£ 9,500.00	£ 60,000.00
Misc	£ 500.00	£ 500.00	£ 500.00
Contingency	£ 2,000.00	£ -	£ 2,000.00
	£ 102,437.97	£ 50,221.01	£ 112,422.50
Cash at Bank	£ 7,681.29	£ 39,256.33	£ 13,352.98
Contingency: Surplus/(Deficit)	£ 7,681.29	£ 39,256.33	£ 13,352.98