Hay Town Council

Hay Town Council
Council Offices
Recreation Facilities
Brecon Road
Hay-on-Wye
HR3 5DY

01497 808019
townclerk@haytowncouncil.gov.uk
www.haytowncouncil.gov.uk

Draft Minutes for the meeting of Hay Town Council on Thursday 27th June 2024 at 6.30pm in the Council office, Brecon Road, Hay on Wye, HR3 5DY.

Please note, under the new Local Government and Elections (Wales) Act 2021, Councils are required to provide access to remote meetings for members of the public and the press. If you would like to access the meeting remotely, please see details at the bottom of the agenda on how to join via the Teams platform

1. Apologies for absence

   Present: Cllr S Morris, Cllr R Golesworthy, Cllr J Morgan, Cllr G Williams, Cllr J Prothero, Cllr P Jenkins, Cllr A Bielski, Cllr W Bielska.
   Also present: Clerk C Bunton.
   Apologies: Cllr F Howard, Cllr A Powell, Cllr J Hall,

2. Declarations of Interest & Code of Conduct

   AP – HADSCAL, The Warren, Hay Woodland Group
   FH – HADSCAL, Cheesemarket, Castle Trust, The Warren & proposed cycleway, Christmas lights testing, Northwier Trust, Gwynne's Almshouses, Hay Swimming Pool, Clifford Primary School.
   RG – The Warren, Cheesemarket, Hay Swimming Pool.
   JP – Member of St Mary's Church.
   SM – 1st Hay on Wye Scout Group, Radnor Explorers, Summer Show, owner of business in Hay, Country Supplies & Post Office, ATM.
   JM – Hay Woodland Group, Hay Warren Anglers, Repair Café, HADSCAL
   JH – Xms Lights.
   PJ – Hay Primary School, Northwier Trust, Welsh Liberal Democrats, Senedd - Jane Dodds MS
   AB – Repair Café.
   WB – Chemist.
   GW – Hay & Brecon Farmers.

   There was some discussion around Cllrs declaring if they were affiliated to a particular party. I was noted that Hay Town Council is Apolitical and as in independent entity as a whole is not affiliated with any political parties.

3. Annual Return for year ending 31 March 2024.

Cllr G Williams explained the annual return to Cllrs and answered questions.
Cllr G Williams read out the Internal Auditors report.

It was noted that the recommendations for future consisted of:

Sales invoices should be consecutively numbered

In order to provide a straightforward and easily understandable audit trail, it is recommended that sales invoices be numbered consecutively. Without this, there is the possibility that unpaid invoices are not collected. The relatively small number of transactions means this isn't a significant issue, but making sure each invoice is marked using a consecutive numbering system would be more transparent.

A current Fixed Asset Register should be maintained

While an asset register was previously provided, there is not one present in the records this year. It would be advisable to maintain a Fixed Asset Register, to best keep track of the Council's resources.

The council should consider keeping records net of VAT

While previously VAT reclaims were allowed to accumulate indefinitely, the council has now begun regularly reclaiming VAT on a quarterly basis. Separating the VAT in each relevant transaction and showing the net figure in expenditure might give the council a more accurate representation of their financial position.

It was unanimously agreed that these recommendations would be actioned.

Annual Governance Statements were read out and voted on by all Cllrs. They were agreed unanimously.

Meeting closed at 6.44pm