

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



ANNUAL MEETING OF THE COUNCIL

26th May 2026

REPORT OF THE CLERK AND EXECUTIVE OFFICER

1. Council's Banking Arrangements

- 1.1 The Community Council's banking arrangements including bank mandates, shall be made by the Clerk / RFO and approved by the Council. Banking arrangement may not be delegated to a Committee. These arrangements shall be regularly reviewed for safety and efficiency.
- 1.2 The RFO shall prepare a schedule of payment requiring authorisation, forming part of the Agenda for the meeting of the Council. The Council shall review the schedule of compliance and having satisfied itself shall authorise payments by a resolution of the Council.
- 1.3 The Council reserves are held with CCLA Public Sector Deposit Account and Lloyd's bank
- 1.4 The Council payments and invoices are signed and initialled by two signatories that have been agreed by Council which is considered at the Annual General Meeting of the Council.
- 1.5 The Clerk / RFO has access to the online banking system to see and print off banking information, transactions etc.
- 1.6 All payments made by cheque or other instructions to the Council's bankers, or otherwise in accordance with a resolution of the Council. Cheque payments agreed shall be signed by two members who are signatories or one member and countersigned by the Clerk.

- 1.7 Electronic payments where payments are made with any bank the RFO shall be appointed as Service Administrator. The bank mandate agreed by the council shall identify 4 Councillors who will be authorized to approve transactions on those accounts and a minimum of two Members will be involved in any online approval process.
- 1.8 Debit card payments shall be specifically restricted to the Clerk and one other member of staff (in the absence of the Clerk) and will also be restricted to a single transaction maximum value of £500 unless authorised by Council.
- 1.9 The Precept and VAT repayments are paid into the current account. The majority of hall hire income is paid directly in to the current account and this should be encouraged as there is a charge for each cheque deposited.
- 1.10 The Council holds the following credit accounts for certain items, the statements of which are received by the Council office and are reported to Council as part of the income and expenditure and accounts for payment process: -
- Fuel Gene
 - Screwfix
 - Country Timber
 - Trustmark
 - Lyreco,
 - Roadrunner
 - Amazon
 - Forest Park & Garden
 - Woodland Walk Garden Centre
 - Joshua Hardware store
 - Keyline (Travis Perkins)

1.11 The Following contacts and subscriptions are held by the Council

ITEMS	COMPANY	DETAILS	PAYMENT
Gas	Total Energy	Parish Hall, Ty Illtud, Office	Direct Debit
Phone & Broadband	BT	Parish hall, Ty Illtud	Direct Debit
Electric	EDF Energy	Parish Hall, Ty Illtud, Office & Workshop.	Direct Debit
Water Services	Welsh Water	Parish Hall, Ty Illtud	Direct Debit
Rates	RCTCBC	Parish Hall, Ty Illtud Building & Car park	Direct Debit
Waste Services	BIFFA Waste	General waste Recycling Waste	Direct Debit

Email Hosting	PC Help	All Members / Offices	Direct Debit
Fire Equipment	Chubb Fire & Security	Offices Garage, workshop Parish Hall Ty Illtud	Annual Fee
Personal Hygiene units	Initial Washrooms	Parish Hall, Ty Illtud, Office	Annual Fee
Accounting, sales Ledger Making Tax Digital	RBS Software	Council Office	Annual Fee
Payroll Services	RCTCBC	Staff	Annual Fee
Salaries, pensions, HMRC	RCTCBC	Staff, Members	Standing Order
CCTV maintenance	Western Security	Parish Hall, Ty Illtud, Office	Annual Fee
Intruder Alarms	SGD Security	Parish Hall, Ty Illtud, Office	Annual Fee
Fire Alarms	ADT Security	Parish Hall, Ty Illtud, Office	Annual Fee
Website	Website sorted	Council Office	Annual Fee
Memberships	One Voice Wales	Council	Annual Fee
Memberships	SLCC	Clerk & General Services Manager	Annual Fee
GDPR	Information Commissioner	Office	Annual Fee
Music Licence	PPL PRS	Parish Hall, Ty Illtud	Annual fee
Insurance	Zurich Insurance	Council & Vehicle	Annual Fee
Photocopier	Aurora	Council Office	Direct Debit
Photocopier Leasing	Genke Leasing	Council Office	Quarterly Direct Debit
Vehicle Tax	DVLA	Vehicles	Annual

2. **RECOMMENDATIONS**

Members are asked to:

- 2.1 acknowledge the banking arrangements for the 2026/27 Municipal Year