

Gwybodaeth ddiweddaraf am Ddyfodol Clinigol Clinical Futures Update



Newyddion i'ch cymuned News for your Community

13/11/2020

Welcome to a **special edition** of our newsletter! We know that it isn't quite due to reach you just yet, but with less than a week to go before The Grange University Hospital opens its doors to patients on Tuesday 17th November 2020, we thought we'd answer some of the **frequently asked questions** that we are receiving from local people. We would be extremely grateful if you could circulate the information and website links in this update to help spread these important messages as far and wide as we can to our communities in Gwent.

"When would I need to go to the Emergency Department at The Grange?"



From 17th November 2020 when the new Grange University Hospital in Cwmbran opens, if you have a life-threatening injury or illness, you need to call 999 immediately or attend The Grange University Hospital Emergency Department directly.

Life-threatening injuries and serious illnesses include:

- Severe breathing difficulties,
- Severe pain or bleeding,
- Chest pain or a suspected stroke
- Serious trauma injuries

If it is not a life-threatening emergency and you are unsure of where to go, please call 111 for help and advice.

For further details about Emergency Hospital Services, you can download an information sheet at:
<https://abuhb.nhs.wales/files/clinical-futures/clinical-futures-documents/emergency-hospital-services/>
<https://abuhb.nhs.wales/files/clinical-futures/clinical-futures-documents/emergency-hospital-services/>

From 17th November 2020, the Emergency Department will be situated at The Grange University Hospital in Cwmbran.

The Emergency Department at the new hospital will treat life-threatening injuries and serious illnesses. The vast majority of patients who need the Emergency Department at The Grange University Hospital will arrive by ambulance.

Minor Injury Units treat adults and children over one year old, with a wide range of injuries that are not life-threatening. These units are run by experienced teams of highly skilled, specially-trained, emergency nurse practitioners.



To find out more about Emergency Hospital Services and Minor Injury Units, information sheets are available at <https://abuhb.nhs.wales/files/clinical-futures/clinical-futures-documents>



Minor Injury Units treat adults and children over one year old, with a wide range of injuries that are not life-threatening. These units are run by an experienced team of highly skilled, specially-trained, emergency nurse practitioners.

If you are unsure whether or not you should visit a Minor Injury Unit, please call 111 for help and advice.

For further details about Minor Injury Units, you can download an information sheet:

<https://abuhb.nhs.wales/files/clinical-futures/clinical-futures-documents/minor-injury-units/>

Following its opening on 17th November 2020, all consultant-led births will take place at the new Grange University Hospital in Cwmbran. There will also be an additional centre for Midwifery-led births.

Midwifery-led Birth Centres will still be situated at our other hospitals – the Royal Gwent, Nevill Hall, Ysbyty Ystrad Fawr, and Ysbyty Aneurin Bevan.

For further details about the changes in healthcare services, our hospitals and the services they provide, please visit our website at:

<https://abuhb.nhs.wales/clinical-futures/clinical-futures-caring-for-you-and-your-future/>





The Grange University Hospital is situated in Llanfrecha, Cwmbran. It is important to remember that the vast majority of patients who need the Emergency Department at The Grange University Hospital will arrive by ambulance, as it will only care for people needing critical or specialist care.

To ensure the highest standards of care, in emergency situations we need to get people to the right place, first time.

For those who need to visit a loved one at the hospital, there will be direct bus links, 7 days a week from the transport hubs of Cwmbran and Newport. There is no direct bus from Caerphilly at present, but the Health Board is working with community transport groups and local authorities to resolve issues where demand dictates.

Due to changing timetables during the COVID-19 pandemic, it is advisable to check with public transport operators before your journey.

Newport Bus - <https://www.newportbus.co.uk/Journey-Planner>

Stagecoach - <https://www.stagecoachbus.com/.../urgentservice-changes>

Phil Anslow - <https://www.philanslowcoaches.co.uk/bus-services/>

For all other bus operators in South Wales please visit:

<https://www.traveline.cymru/coronavirus/>

Rail services <https://tfwrail.wales/check-train-times-buy-tickets>

We hope to have further news within the coming weeks regarding community transport options and we will keep you updated.

The Emergency Department at The Grange University Hospital is very different from those which people are used to visiting at the Royal Gwent and Nevill Hall hospitals.

The Grange University Hospital Emergency Department will only see patients with life-threatening injuries and serious illnesses, including:

- Severe breathing difficulties,
- Severe pain or bleeding,
- Chest pain or a suspected stroke,
- Serious trauma injuries (e.g. from a car crash)



Most patients will be taken to the new hospital by ambulance following a 999 call, or they will be referred by a medical professional such as a GP.

The waiting room is very small at the new hospital and the Emergency Department does not treat minor injuries or illnesses. If you turn up to the Emergency Department with an illness or injury which can be treated elsewhere, you will be

redirected. If you are injured, or unwell and are unsure of where to go, please call 111 for help and advice. For further information about the changes in healthcare services, our hospitals and the services they provide, please visit our website at <https://abuhb.nhs.wales/clinical-futures/clinical-futures-caring-for-you-and-your-future/>



It is important to remember that the vast majority of patients who need the Emergency Department at The Grange University Hospital will arrive by ambulance, as the hospital will only care for people needing critical or specialist care. In such instance, the paramedic will decide on the best place to take a patient depending on their needs.

Welsh Ambulance Service crews are highly skilled professionals, who are able to treat and stabilise patients before taking them to the most appropriate hospital, if necessary. The ambulances themselves are state of the art and hold a wide range of emergency

care equipment including oxygen, a defibrillator, advanced life-saving equipment and emergency drugs including pain relief.

To ensure the highest standards of care in emergency situations, we need to get patients to the right place, first time. There is also a dedicated helipad at The Grange University Hospital for the Welsh Air Ambulance.

For further details about Emergency Hospital Services, you can download an information sheet at <https://abuhb.nhs.wales/files/clinical-futures/clinical-futures-documents/emergency-hospital-services/https://abuhb.nhs.wales/files/clinical-futures/clinical-futures-documents/emergency-hospital-services/>

The Big Move!

From Saturday 14th to Tuesday 17th November we will be using our social media channels to take local people behind the scenes of the 'Big Move' into the new hospital. There will be lots of photos, videos and interviews with staff members as they prepare to open the new hospital all shared live as they happen.

If you would like any additional information or have any questions, please contact us via ABHB.enquiries@wales.nhs.uk or through social media:



@AneurinBevanHealthBoard



@AneurinBevanUHB



@AneurinBevanUHB



Please share - Carers Rights Day is 26th November

From: Adele Skinner (Aneurin Bevan UHB - Planning) <Adele.Skinner@wales.nhs.uk>

Sent: Wed, 18 Nov, 2020 at 11:12

To: Undisclosed recipients

[SocialLink_Facebook_32x32_7f4d4575-7670-4d9b-a007-6b1022167ca9.png](#) (< 1 KB)

[SocialLink_Twitter_32x32_f5117f90-b186-4341-9051-44cea1f19ea7.png](#) (< 1 KB)

[SocialLink_Linkedin_32x32_ed315523-72f8-4a16-a161-91b0bb98fab9.png](#) (< 1 KB)

[SocialLink_Youtube_32x32_6274dfe4-719e-4a2d-a381-e205f01873a7.png](#) (1.1 KB)

[image001.png](#) (40.4 KB)

[Agenda - Carers Wales Online Roadshows November 2020.pdf](#) (143.7 KB)

[Me Time poster - 2.pdf](#) (272.9 KB) — [Download all](#)



This message is suspicious.

[LEARN MORE >](#)

ALWAYS TRUST THIS SENDER

****Sent on behalf of Carers Wales****

Please share with your contacts, scroll down for the Welsh version.

Join Carers Wales for our first all Wales online Roadshow

In celebration of Carers Rights Day on 26th November, Carers Wales is hosting a series of online events. These events will be an opportunity to hear more about the work of Carers Wales, input into our work and access helpful information to help you in your caring role.

- Morning event: 10am to 12noon
- Afternoon event: 2pm to 4pm
- Evening event: 6pm to 8pm

Event timetable

Welcome from Claire Morgan, Director including

- A re-cap and overview of Carers Wales key work areas, including an overview of our Lottery Project which is almost complete
- Carers Wales' response during the pandemic
- Our work priorities for the year ahead

Session 1: A choice of:

- Your thoughts on Carers UK's new Strategy 2025
- Self-Advocacy - Speaking up for yourself and who you care for
- Join us on a Welsh historical walk

Break

Session 2: A choice of:

- Social enterprises and community co-ops – opportunities for carer-led services.
- Knowing your rights as a carer
- Music session with The Welsh National Opera

At the end all groups will re-join together. We will use the chat box to capture reflections, thoughts and questions. Wrap up and thank yous.

<https://www.eventbrite.co.uk/e/carers-wales-online-roadshow-tickets-124793750467>

'Me Time' is a chance for unpaid carers to do something for their own enjoyment. These online sessions, funded by the Welsh Government, are a place where carers can get involved in a range of activities and explore new opportunities that they may not be able to do normally. We will be doing all sorts of things ranging from group viewings of the great wonders of the world, to arts, music, physical exercise, relaxation and mindfulness and so much more. Find out more here: <https://www.carersuk.org/wales/help-and-advice/me-time>

Our weekly Care for a Cuppa sessions, where unpaid carers are invited to join us for a chat with other carers and to hear from organisations across Wales about the ways they support carers and their loved ones.

Find out more here: <https://www.carersuk.org/wales/help-and-advice/care-for-a-cuppa-in-wales>

Ymunwch a Gofalwyr Cymru ar gyfer ein Sioe Deithiol Ar-Lein gyfan Cymru

I ddathlu Diwrnod Hawliau Gofalwyr ar 26 Tachwedd, mae Gofalwyr Cymru yn cynnal cyfres o ddigwyddiadau ar-lein. Bydd y digwyddiadau hun yn gyfle i glywed mwy am waith Gofalwyr Cymru, mewnbwn i'n gwaith a chael gfael ar wybodaeth ddefnyddiol i'ch helpu chi yn eich rôl ofalu.

Ar 25th Tachwedd, byddwn yn cynnal 3 digwyddiad union yr un fath, fel y gall cymaint o ofalwyr ymuno a ni a phosib.

Nantyglo & Blaina Town Council - 2019/20 Audit Complete - DocsAttached [BDO-UK.FID4054460]

From: Welsh Council Audits <Welshcouncilaudits@bdo.co.uk>

Sent: Thu, 12 Nov, 2020 at 12:00

To: n-btowncouncil@hotmail.co.uk

Hen 8

Notice of Conclusion ENG - 03.11.2020.docx (22.5 KB) BDO Completion - No Issues ENG - 11.11.2020.pdf (81.5 KB)
NANT05 - AR 2019-20 - 11.11.2020.pdf (772.7 KB) – **Download all**

Dear Ms Hughes

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find enclosed the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Annual Return

Audit Wales will be raising the invoice in accordance with the Public Audit (Wales) Act 2004, in due course.

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

If you require the attached documents sent by post please let me know and I will make the necessary arrangements.

Kind regards
Louise

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www.bdo.co.uk

NANTYGLO & BLAINA**17 NOV 2020****TOWN COUNCIL**

View our Rethink hub for the latest information on how we can help you and your business.

As a fully-connected workforce, we're doing everything we can to help you meet your objectives and priorities. In line with advice from the UK Government, we have temporarily closed our offices. Our staff are working from home, are connected to the BDO network and are contactable via their usual email addresses and phone numbers.

IDEAS | PEOPLE | TRUST.

Follow us on Twitter, LinkedIn and Instagram. Find out more about us.

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NANTYGLO & BLAINA

17 NOV 2020

TOWN COUNCIL

By Email

11 November 2020
our ref: 2020/FINAL
Dial: 023 8088 1737
Email: welshcouncilaudits@bdo.co.uk

Dear Clerk

Audit for the year ended 31 March 2020

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find attached the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Annual Return

Audit Wales will be raising the invoice in accordance with the Public Audit (Wales) Act 2004, in due course.

The enclosed annual return should be presented to the council, now that our audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by the council. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible. If the body has a website, the last approved statement of accounts and auditor's report to be published on that website.

If you have any questions please contact Louise Caplen in the first instance. BDO LLP will not be undertaking your audit in 2020/21, we would like to thank you for your assistance over the few years we have worked with you.

Yours sincerely

Martin Angel
For and on behalf of BDO LLP

Enc.

NOTICE OF CONCLUSION OF AUDIT

(PUBLIC AUDIT (WALES) ACT 2004
ACCOUNTS AND AUDIT (WALES) REGULATIONS 2014)

FOR

Enter the name of the council

NOTICE is hereby given that the audit for the
year ended 31 March 2020 was completed on

03 November 2020

and the accounts are now available for inspection by local electors in
accordance with Section 29 of the Public Audit (Wales) Act 2004.

The requisite information as defined by Section 18 of the Accounts
and Audit (Wales) Regulations 2014 is/is not* displayed alongside this
notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact:

between the hours of _____ and _____

Dated: _____ 20_____

(Responsible Financial Officer)

NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

In accordance with the Accounts and Audit (Wales) Regulations 2014 -
As soon as possible after conclusion of audit, notice must be given as follows:

Display the Notice of Conclusion in one or more conspicuous places advising that the audit has been completed and inform the auditor in writing that this has been done. The notice must be displayed for at least 14 days. If the body has a website, the last approved statement of accounts and auditor's report to be published on that website.

The Council can either display the notice and the requisite information
or
display the notice only and make available, by appointment, the requisite information .

The requisite information consists of;
the Accounting Statements
the Annual Governance Statement - Parts 1 and 2
Auditor General for Wales' Audit Certificate and report
Issues arising from the audit (if any)

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2020

17 NOV 2020

TOWN COUNCIL

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

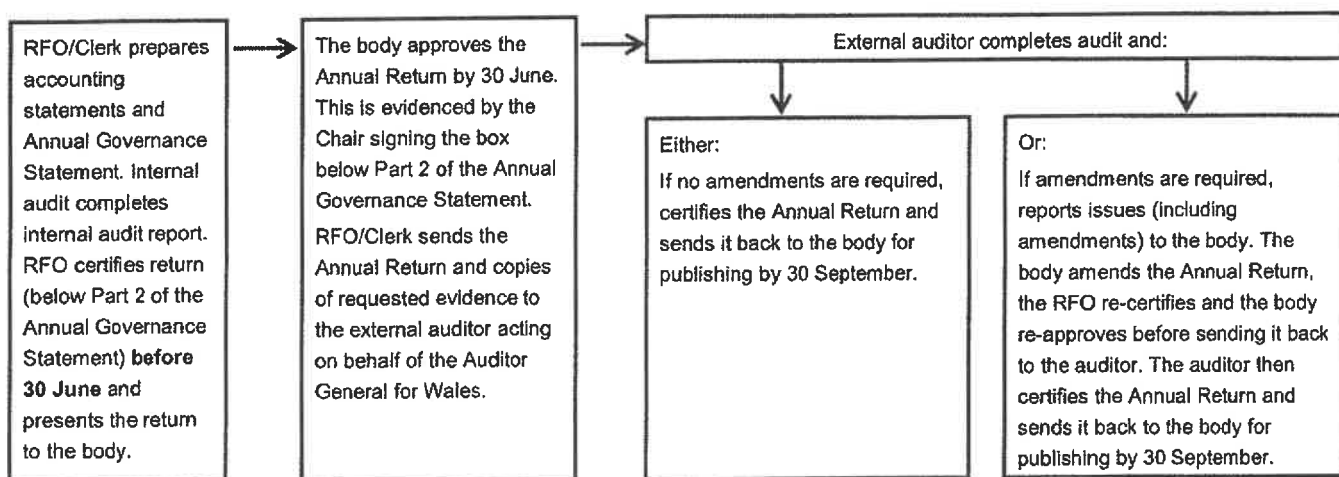
	Yes	No		Yes	No		Yes	No
ENGLISH	☒	☐	WELSH	☐	☒	BILINGUALLY	☐	☒

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted pink including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2019-20 for:

Name of body:

Nantyglo and Blaenau Taron Council

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	

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	0	0	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.
	104,056	102,426	
2. (+) Income from local taxation/levy	0	0	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
	78,250	81,443	
3. (+) Total other receipts	0	0	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
	1,422	3,338	
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
	52,528	51,728	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
	1,393	1,393	
6. (-) Total other payments	0	0	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
	27,381	22,524	
7. (=) Balances carried forward	0	0	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
	102,426	111,562	

Statement of balances

8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
	0	0	
9. (+) Total cash and investments	0	0	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.
	102,426	111,562	
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
	0	0	
11. (=) Balances carried forward	0	0	Total balances should equal line 7 above: Enter the total of (8+9-10).
	102,426	111,562	
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
	127,804	130,927	
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
	10,049	9,135	

14. Trust funds disclosure note

Yes	No	N/A	Yes	No	N/A
☒	☐	☒	☐	☐	☒

The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Y/H

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/~~Board/Committee~~, 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 2020, that:

	Agreed?		'YES' means that the Council/ Board/Committee :	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	☒	☐	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	☒	☐	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/ Board/Committee to conduct its business or on its finances.	☒	☐	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 has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	☒	☐	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/ Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	☒	☐	Arranged 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.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/ Board/Committee and, where appropriate, have included them on the accounting statements.	☒	☐	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	☒	☐	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – 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.	☐	☐	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/ Committee:
	Yes	No*	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	☒	☐	☐	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	☒	☐	☐	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: <i>Y. Hughes</i>	Minute ref: <i>4.e 24/06/2020</i>
Name: <i>T. HUGHES</i>	Chair of meeting signature: <i>Ken O Jones</i>
Date: <i>24/06/2020</i>	Name: <i>CLERK KEN O JONES JP</i>
	Date: <i>24/06/2020</i>

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature:	Minute ref:
Name:	Chair of meeting signature:
Date:	Name:
	Date:

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

NANTYGLID & BLAINA TOWN COUNCIL

External auditor's report

~~[[Except for the matters reported below]]~~* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~[[These matters along with]]~~* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

BDO LLP Southampton
United Kingdom

External auditor's signature:

BDO WLP

Date:

31/12

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Nantyglo and Bleina Town Council

The Council/~~Board/Committee'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 2020.

The internal audit has been carried out in accordance with the Council/~~Board/Committee'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/~~Board/Committee~~.

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

	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.	☒	☐	☐	☐	Insert text
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.	☒	☐	☐	☐	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	☐	☐	☒	☐	Insert text

For any risk areas identified by the Council/Board/Committee (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. Insert risk area:	☐	☐	☐	☐	Insert text
13. Insert risk area	☐	☐	☐	☐	Insert text
14. Insert risk area	☐	☐	☐	☐	Insert text

* 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/Board/Committee are included in my detailed report to the Council/Board/Committee dated June 2020*] * 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 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

STUART BRYAN BEET CPFA

Signature of person who carried out the internal audit:

[Signature]

Date:

10/6/2020

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2020?	✓	
	Has the body approved the accounting statements before 30 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	✓	
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

Audit Action Plan

Issues Arising from Audit Year end 31st March 2020

Raised by:	Issue:	Action Taken:	Date of Action/Completed:	Actioned by:
Internal Auditor	Maintain a consistent approach of review and compliance with Financial Regulations.	Practice already complied with – Financial Regulations are reviewed by Council annually and compliance with the regulations is adhered to in all cases.	Annual Practice – ongoing. Last reviewed February 2020 – next review date is February 2021	RFO & Finance Committee
As above	Review any decisions taken under the emergency delegation arrangements approved by the Council to confirm compliance with previous legislation (mainly the Local Government Act 1972) and from April 2020 the new Welsh Government statutory guidance.	Only essential/emergency decisions taken under the emergency delegation arrangements (as detailed in the Council's Standing Orders). All decisions are circulated to all members for information (& comment where appropriate). All decisions taken under the emergency delegation arrangements will be submitted to Council (via agenda) for ratification at the first available	All decisions ratified by Council at Planning & Highways Committee and Finance & General Purposes Committee Meetings held 14 th July 2020	Town Clerk, Leader of the Council (& Full Council for ratification).

		opportunity. All decisions taken under the emergency delegation arrangements also comply with the new Welsh Government statutory guidance. Additional advice and guidance has also been sought & received in some instances.		
As above	The Salem Chapel project should be progressed as a priority for the Town Council, subject to appropriate due diligence when considering the opportunities for future service development.	Recent meetings & communication have ensured that the lease issue with the N&B Charter Group is resolved. A comprehensive inventory of items contained within the Chapel has been undertaken. Discussions are ongoing with an independent person in respect of repairing & utilising the building for possible community use. As previously resolved, a task & finish group meeting will be scheduled to discuss and facilitate the next course of action in line with all relevant legislation, specialist advice (as appropriate)	Ongoing. An update will be provided to Council at the next appropriate committee meeting (subject to Covid 19 restrictions). A Task and Finish Group meeting is scheduled to take place on 19th November 2020.	Town Clerk, Senior Members, Committee/Council and T & F group.

		and all due diligence.		
As above	Continue to follow available guidance and arrange relevant training on the General Protection Data Protection Regulations (for staff & members).	GDPR policy resolved and adopted. Ongoing monitoring and compliance of all guidance to date. To determine & arrange suitable training for staff and Members) as soon as practicable.	Ongoing compliance and monitoring. Policy resolved and adopted November 2019. To be reviewed November 2020. Training to be determined as soon as practicable.	Town Clerk, Assistant Officer and Council.
As Above	Review all recurring contracts prior to renewal date to confirm on-going sustainability, contract specifications and Value for Money.	Current insurance contract due for renewal in May 2023; Christmas lights contract due for renewal in 2022; photocopier lease contract due for renewal in 2022. Information in respect of has been collated. Fire and intruder alarm at Salem Chapel to be reviewed.	To be actioned in 2021, 2022 & 2023.	Town Clerk / RFO and relevant committee/Council
As above	Subject to availability, consider the inclusion of additional 'best practice' information in the Asset Register.	Additional 'best practice' information to be included in the Asset Register for 2020 onwards.	July 2020 – ongoing.	RFO, Finance Committee & Council.
As above	As part of the Annual Budget setting process, always consider the impact on the local level of Council Tax for the various options of potential Precept increases.	This has been included as part of the annual budget setting process in some years but it will become a	January 2021.	RFO, Finance Committee & Council

		mandatory part of the process in every year as from January 2021 for best practice.		
As above	Cancel all cheque payments which have not subsequently been presented to the bank within six months after the issue date.	All outstanding cheques now cancelled to date. This procedure will be reviewed on a monthly basis.	June 2020 - Ongoing.	RFO; Finance Committee & Council

Please note: there were no actions or recommendation required by BDO LLP (External Auditors) for financial year end 31st March 2020