



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 20 APRIL 2026 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact info@barrytowncouncil.gov.uk

Yours faithfully

Rachel Honey-Jones
Chief Officer

AGENDA

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| 7. Budget Monitoring Report to 31 March 2026
(Interim) | (Pages 1940-1943) |
| 8. Schedule of Payments of accounts for
March & April 2026 | (Pages 1944-1951)
(Pages 1952-1956) |
| 9. Internal Audit Report 2025/26 (Interim) | |

Distribution

The Mayor (Councillor Dennis Clarke) plus all other Town Councillors (22)
Others (Barry & District News, Barry Police, Glamorgan Star and Barry Library) (4)

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	20 APRIL 2026	AGENDA ITEM: 7
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BUDGET MONITORING REPORT 31 MARCH 2026 INTERIM

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report March 2026 Interim (2 pages)
B. Projected Reserves at 31 March 2025 (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2025/26 financial year as at the end of March 2026.

Background Information

On the following pages is the budget monitoring report March 2026 (Interim), indicating actual income and expenditure up to the end of month twelve in the 2025/26 financial year.

Members are requested to note that the budget monitoring report was produced on 17 April 2026. Therefore, this report is only an interim report for month twelve as further invoices will be received relating to March 2026 expenditure, that will require being included in the 2025/26 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings, currently projecting a net underspend of **£74,368** that will result in a net amount of £40,066 being transferred to reserves (surplus for the year) rather than an amount of £34,302 being transferred from reserves in the approved budget for 2025/26.

Recommendation

Members are requested to receive the budget monitoring report for March 2026 (Interim), indicating actual income and expenditure up to the end of month twelve in the 2025/26 financial year, noting the projected underspend of **£74,368** for 2025/26 that will result in a net amount of £40,066 being transferred to reserves (surplus for the year).

Budget Monitoring Report March 2026 (INTERIM)

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	12 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	978,750	916,228	7,219	55,303	978,750	923,447	55,303
Pension Added Years Costs	2	11,200	6,528	2,177	2,495	11,200	8,705	2,495
Personal Hygiene Facilities	3	2,190	2,078	0	112	2,190	2,078	112
Personal Protective Equipment / Clothing	3	4,550	3,387	0	1,163	4,550	3,387	1,163
Cleaning Products	3	3,500	1,827	0	1,673	3,500	1,827	1,673
Officers Travel and Subsistence	4	2,150	2,017	0	133	2,150	2,017	133
Rates	5	9,860	9,474	0	386	9,860	9,474	386
Water	6	3,235	3,631	0	-396	3,235	3,631	-396
Rent	7	36,260	37,018	6,419	-7,177	36,260	43,437	-7,177
Electricity	8	17,900	7,811	10,089	0	17,900	17,900	0
Gas	9	3,600	1,654	1,947	0	3,600	3,600	0
Telephone / Alarm Line	10	5,070	2,911	0	2,159	5,070	2,911	2,159
Postage	11	1,500	691	0	809	1,500	691	809
Printing and Stationery	12	2,300	2,021	0	279	2,300	2,021	279
Insurance	13	7,460	7,386	0	74	7,460	7,386	74
Photocopier Costs	14	2,300	2,178	0	122	2,300	2,178	122
Property Maintenance and Improvements	15	49,940	45,291	2,047	2,602	49,940	47,338	2,602
Equipment	16	17,310	16,592	0	718	17,310	16,592	718
Equipment Maintenance	17	16,750	17,328	0	-578	16,750	17,328	-578
Bank Charges	18	900	841	0	59	900	841	59
Audit Fees - Internal	19	1,600	0	1,600	0	1,600	1,600	0
Legal Fees	20	5,000	5,371	720	-1,091	5,000	6,091	-1,091
Audit Fees - External	21	530	0	530	0	530	530	0
Professional Fees	22	6,000	64,740	440	-59,180	6,000	65,180	-59,180
HR Costs	22	0	1,869	0	-1,869	0	1,869	-1,869
General Salaries Contingency	23	40,000	37,633	0	2,367	40,000	37,633	2,367
Health and Safety	24	4,000	5,716	0	-1,716	4,000	5,716	-1,716
Internet Broadband	25	6,540	6,578	0	-38	6,540	6,578	-38
BACAS Burials System Annual Maintenance	29	3,300	4,500	0	-1,200	3,300	4,500	-1,200
Microshade Citrix	30	12,500	14,252	0	-1,752	12,500	14,252	-1,752
Welsh Translation Service	31	2,500	1,409	0	1,091	2,500	1,409	1,091
Horticulture	8	800	514	0	286	800	514	286
Vehicle Maintenance	11	3,400	2,165	0	1,235	3,400	2,165	1,235
Haulage and Fuel	12	6,200	5,105	0	1,095	6,200	5,105	1,095
Vehicle Tax and Insurance	13	780	770	0	10	780	770	10
Philadelphia Cemetery	14	500	0	0	500	500	0	500
Treework Maintenance	17	7,500	13,403	14,092	-19,995	7,500	27,495	-19,995
Cemetery Roads Maintenance	19	4,000	2,146	0	1,854	4,000	2,146	1,854
Memorial Safety Advertising	20	500	300	0	200	500	300	200
Cemetery Subscriptions	21	760	430	330	0	760	760	0
Memorial Inspection Maintenance	1	5,000	69	0	4,931	5,000	69	4,931
Cemetery Approach Gardens Property Maintenance	26	3,000	30	0	2,970	3,000	30	2,970
Bees at Cemetery	27	500	192	0	308	500	192	308
New Play Equipment	11	1,600	875	0	725	1,600	875	725
Online Charges re Website Bookings	13	480	228	0	252	480	228	252
Community Groups Use of CACC (FOC)	1	1,800	1,188	0	612	1,800	1,188	612
Other Professional Fees (PPL/PRS)	15	1,400	670	700	30	1,400	1,370	30
Civic Hospitality - Remembrance Sunday	1	5,000	2,742	0	2,258	5,000	2,742	2,258
Civic Hospitality - Civic Service	1	2,000	1,482	0	518	2,000	1,482	518
Civic Hospitality - Annual Meeting	1	650	1,037	0	-387	650	1,037	-387
Civic Hospitality - Bryan Foley Award	1	400	174	0	226	400	174	226
Civic Hospitality - Christmas Candle Service	1	50	0	0	50	50	0	50
Civic Hospitality - Freedom of Town	1	500	0	0	500	500	0	500
Civic Hospitality - Miscellaneous (eg. FOT)	1	0	65	0	-65	0	65	-65
Mayor's Hospitality	2	500	222	0	278	500	222	278
Mayor's Medallions and Plaques	3	3,100	4,300	0	-1,200	3,100	4,300	-1,200
Civic Regalia - Repairs and Servicing	3	2,000	0	0	2,000	2,000	0	2,000
Mayor's Allowance inc. On Cost	5	1,610	1,575	0	35	1,610	1,575	35
Deputy Mayor's Allowance inc. On Cost	5	500	0	0	500	500	0	500
Mayor's Travel	6	500	0	0	500	500	0	500
Mayor's Donations	7	500	498	0	2	500	498	2
Mayor's Advertising	8	260	275	0	-15	260	275	-15
Civic Gifts	9	250	181	0	69	250	181	69
Corporate Events - Christmas Lights	3	20,000	23,363	1,637	-5,000	20,000	25,000	-5,000
Corporate Events - Christmas Events	3	10,000	6,217	1,898	1,885	10,000	8,115	1,885
Corporate Events - Christmas Charity Event	3	2,000	0	0	2,000	2,000	0	2,000
Corporate Events - Community Events	3	20,000	18,555	0	1,445	20,000	18,555	1,445
Corporate Events - Community Event Attendance	3	1,000	955	0	45	1,000	955	45
Corporate Events - Staff Sustenance	3	500	500	0	0	500	500	0
Corporate Events - Equipment and Storage	3	4,000	1,940	0	2,060	4,000	1,940	2,060
Corporate Marketing and Communications	3	5,000	4,914	0	86	5,000	4,914	86
Website Costs	3	2,000	380	0	1,620	2,000	380	1,620
Corporate Projects - Town Center Planters	4	8,000	0	6,900	1,100	8,000	6,900	1,100
Corporate Projects - Barry Youth Action	5	3,000	111	0	2,889	3,000	111	2,889
Corporate Projects - Dementia Friendly Project	7	3,000	239	0	2,761	3,000	239	2,761
Corporate Projects - Shop Local Campaign	8	10,000	4,421	5,580	0	10,000	10,000	0
Corporate Projects - Globally Responsible Barry	10	11,000	7,299	0	3,701	11,000	7,299	3,701
Corporate Projects - Arts, Culture and Entertainment	11	40,000	39,500	0	500	40,000	39,500	500
Community Grants - Green Grants	13	3,750	450	0	3,300	3,750	450	3,300
Community Grants - Christmas Meals	14	3,000	2,850	0	150	3,000	2,850	150
Community Grants - Voluntary Organisations	15	15,000	12,513	0	2,487	15,000	12,513	2,487
Community Grants - Small Business Grants	16	3,000	3,000	0	0	3,000	3,000	0
Community Grants - Books for Schools	17	10,250	5,750	4,500	0	10,250	10,250	0
Community Grants - Arts, Culture and Entertainment	19	20,000	18,595	0	1,405	20,000	18,595	1,405
Cemetery Roads Improvement	4	23,460	23,460	0	0	23,460	23,460	0
Subscriptions	9	10,930	11,640	0	-710	10,930	11,640	-710
Councillor Training	10	4,000	958	0	3,042	4,000	958	3,042
Staff Training	11	20,000	11,417	0	8,583	20,000	11,417	8,583
Councillor Allowances	12	2,000	624	0	1,376	2,000	624	1,376
Councillor Tablets	13	840	127	713	0	840	840	0
Councillor Emails	14	490	460	0	30	490	460	30
Staff Wellbeing Fund	15	500	0	0	500	500	0	500
Long Service Award	18	0	0	0	0	0	0	0
Cemetery Benches	5	2,000	0	0	2,000	2,000	0	2,000
Total Expenditure		1,573,455	1,469,832	69,537	34,086	1,573,455	1,539,369	34,086

Budget Monitoring Report March 2026 (INTERIM)

Gross Income								
Description	Item No.	Budget 12 Months £	Income 12 Months £	Income Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Bank Interest	1	21,250	18,925	0	-2,325	21,250	20,515	-735
Interment Fees	1	59,825	69,236	0	9,411	59,825	69,236	9,411
Exclusive Right of Burials	2	20,000	28,391	0	8,391	20,000	28,391	8,391
Memorial Fees	3	19,200	25,381	0	6,181	19,200	25,381	6,181
Transfer of Exclusive Right of Burials	4	2,700	2,376	0	-324	2,700	2,954	254
Hire of Chapel	5	480	480	0	0	480	480	0
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	6,528	6,960	0	432	6,528	6,960	432
Other Miscellaneous Income	8	500	4,255	0	3,755	500	3,677	3,177
Cemetery Improvement Fee	9	3,120	3,185	0	65	3,120	3,185	65
Grants Receivable	10	0	450	0	450	0	450	450
Other Miscellaneous Income	2	0	2,469	0	2,469	0	2,469	2,469
Hire of Chamber	1	0	2,500	0	2,500	0	2,500	2,500
Assets Disposal Proceeds	11	0	0	0	0	0	0	0
Porthkerry Agreement	3	15,842	15,842	0	0	15,842	15,842	0
Lettings	1	32,000	35,690	0	3,690	32,000	39,687	7,687
Total Income		181,523	216,218	0	34,695	181,523	221,805	40,282
Net Expenditure								
Description	Item No.	Budget 12 Months £	Expenditure 12 Months £	Expenditure Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Total Net Expenditure		1,391,932	1,253,614	69,537	68,781	1,391,932	1,317,564	74,368
Transfer to / (from) reserves		(34,302)				(34,302)	40,066	
Amount to be met from Precept		1,357,630				1,357,630	1,357,630	

The approved net budget for the year is £1,391,932 with actual expenditure for the 12 months to 31 March 2026 of £1,253,614 and committed expenditure of £69,537 noting that an amount of £34,302 will be drawn down from reserves.

Our projected out-turn for the year produces an underspend of £74,368 (£34,086 less expenditure with £40,282 more income). This will result in a net amount of £40,066 being transferred to reserves (surplus for the year) rather than transferring £34,302 from reserves.

Budget Monitoring Report March 2026 (INTERIM)

Description of Reserves	Balance at 01.04.25	Contribution to reserve	Contribution from reserve	Balance at 31.03.26
Cemetery Improvement Reserve	8,993	3,185	-	12,178
Acquisition Reserve	386,841	-	(47,000)	339,841
Plant and Machinery Reserve	3,004	-	-	3,004
Shop Local Reserve	-	-	-	-
Election Reserve	12,810	12,810	-	25,620
Place Plan Reserve	-	-	-	-
Cemetery Roads Reserve	2,500	-	-	2,500
Staff Training Reserve	-	-	-	-
General Reserve	357,453	71,071	-	428,524
<i>Budgeted use of General reserve</i>				
<i>Projected additional use of general reserve</i>				
Total	771,601	87,066	(47,000)	811,667
			40,066	Trf from Reserves
			40,066	
			()	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	20 APRIL 2026	AGENDA ITEM: 8
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SCHEDULE OF PAYMENTS FOR MARCH & APRIL 2026

Report Author

Rachel Williams, Finance Administrator

Attached: A. Schedule of Payments of Accounts for March & April 2026 (7 pages)

Purpose of Report

To provide members with the schedule of payments for March & April 2026 consisting of cheque number 002993, direct debits and BACS payments in the amount of £99,664.17 that is attached on the following pages.

Background Information

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee.”

The schedule of payments for March & April 2026 consisting of cheque number 002993, direct debits and BACS payments in the amount of £99,664.17 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for March & April 2026 consisting of cheque number 002993, direct debits and BACS payments in the amount of £99,664.17 that is attached on the following pages.

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Masons Moving Group	Storage charge for one container and insurance	41.40	8.28	49.68	M&S/Property Maintenance
BACS	Prospero Planning	Planning Support January 2026	440.00	88.00	528.00	Planning/Prof Fee
BACS	Masons Self Storage	Rental of Units x4	550.00	110.00	660.00	M&S/Rent
BACS	Auditel	Carbon Footprint Project	465.00	93.00	558.00	Corporate/Global response
BACS	Accounting & Payroll	Sage payslips	20.00	4.00	24.00	M&S/Stationery
BACS	Vale Plumbing & Heating	Repairs to outside tap and pipes	55.00	0.00	55.00	Cemetery/Property Maintenance
BACS	Amazon	Bluetooth wireless headphones	24.83	4.97	29.80	M&S/Equipment
BACS	David Evans Agriculture	Wheel repair - Oko tyre sealant	30.04	6.01	36.05	Cemetery/Equipment Maintenance
BACS	High Speed Training	Workplace First Aid training course	26.00	5.20	31.20	Corporate/Training
BACS	Green Circle Aggregates	10.34 tonnes granular sub-base one	159.75	31.95	191.70	Cemetery/Property Maintenance
DD	Sage	Sage monthly support 01/02/2026 - 28/02/2026	154.50	30.90	185.40	M&S/Equipment Maintenance
BACS	Latus Group	Health and Safety completion certificate	55.00	11.00	66.00	M&S/Health & Safety
DD	Ecotricity	Electricity supply for electric vehicle	93.06	4.65	97.71	Cemetery/Electricity
BACS	Amazon	Double sided heavy duty tape	4.99	1.00	5.99	Cemetery/Equipment
BACS	The Spark Company	Executive HR Support - Jan 2026	325.00	65.00	390.00	M&S/Professional Fees
DD	SCG	Monthly broadband charges for Feb 2026	341.99	68.40	410.39	M&S/Broadband
DD	SCG	Monthly Call Charges for Jan 2026	4.26	0.85	5.11	M&S/Telephone
DD	SCG	Support service for the month of Feb 2026	55.15	11.03	66.18	M&S/Equipment Maintenance
DD	SCG	Telecom engineer call out	105.00	21.00	126.00	M&S/Equipment Maintenance
DD	Screwfix	46pc Socket Set	33.32	6.67	39.99	Cemetery/Equipment
DD	Screwfix	Gloves and kneepad inserts	41.83	8.37	50.20	Cemetery/Equipment
DD	Screwfix	Multi-use Penetrating Oil	3.74	0.76	4.50	Cemetery/PPE
DD	Lloyds Cardnet	Bank charges 01/01/2026 - 31/01/2026	16.49	0.00	16.49	M&S/Bank Charges
BACS	Employee 008	Staff mileage claim and parking fee reimbursement	220.01	4.59	224.60	M&S/Officers Travel
DD	Screwfix	Trousers, padded pilot jackets, safety boots x2	407.39	55.91	463.30	Cemetery/PPE
BACS	Virgin Media	Broadband bill 08/02/2026 - 07/03/2026	83.02	16.60	99.62	Pioneer Hall/Broadband
BACS	Keep Wales Tidy	Green Flag & Heritage application for cemetery	524.00	104.80	628.80	Cemetery/Property Maintenance
BACS	Amazon	Sterile Wipes x2	9.98	2.00	11.98	M&S/Cleaning
DD	Viking	Various stationary supplies	93.23	12.06	105.29	M&S/Stationery
DD	PHS Group	Hygiene Services 19/03/2026 - 18/06/2026	173.70	34.74	208.44	Cemetery/Personnel Hygiene
DD	PHS Group	Hygiene Services 19/03/2026 - 18/06/2026	28.94	5.79	34.73	M&S/Personnel Hygiene
DD	PHS Group	Hygiene Services 19/03/2026 - 18/06/2026	232.99	46.60	279.59	Pioneer Hall/Personnel Hygiene
BACS	Madness Events	Dragon entertainment for St David's Day events	1140.00	228.00	1,368.00	Corporate/Events
BACS	NACO	Delegate fee x2	300.00	0.00	300.00	Corporate/Staff Training
DD	Culligan UK	Water for water dispenser	10.54	2.11	12.65	M&S/Equipment Maintenance
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
DD	Viking	Various stationary supplies	97.28	19.47	116.75	M&S/Stationery

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Amazon	Android16 Tablet 11 inch	63.74	12.75	76.49	Corporate/Councillors Tablets
BACS	Lightning Protection Test	Repairs to existing lightning protection system - Chapel	595.00	119.00	714.00	Cemetery/Property Maintenance
BACS	Bruno Timber	Timber and Screws	144.40	28.88	173.28	Cemetery/Property Maintenance
BACS	TMG Property Solutions	Bathroom alterations	1,570.00	314.00	1,884.00	Cemetery/Property Maintenance
DD	Lloyds Bank	Bank charges 01/01/2026 - 31/01/2026	47.80	0.00	47.80	M&S/Bank Charges
DD	DWR CYMRU	Water bill 22/08/2025 - 05/02/2026	1049.37	0.00	1,049.37	Cemetery/Water
BACS	NOS	2x 3 Drawer metal cabinets	90.00	18.00	108.00	M&S/Equipment
BACS	Centregreat	Installation - Icicles front of Town Hall	949.60	189.92	1,139.52	Corporate/Corporate Events
BACS	Centregreat	Installation - Maia Stars front of Town Hall	745.80	149.16	894.96	Corporate/Corporate Events
BACS	Centregreat	Installation - Curtains of light - front of Town Hall	912.30	182.46	1,094.76	Corporate/Corporate Events
BACS	Centregreat	Replacement - wires & fixings - High Street	1285.00	257.00	1,542.00	Corporate/Corporate Events
BACS	Centregreat	Testing of anchor bolts - High Street & Holton Road	350.00	70.00	420.00	Corporate/Corporate Events
BACS	Centregreat	Install & remove new catenary wires High Street	2020.80	404.16	2,424.96	Corporate/Corporate Events
BACS	Centregreat	Installation of 13 cross road banners at Holton Road	3485.00	697.00	4,182.00	Corporate/Corporate Events
BACS	One Voice Wales	Mentoring session in support of CO - 6 sessions	307.26	0.00	307.26	M&S/Professional Fees
BACS	One Voice Wales	Prep & attendance at grievance hearing and appeals	375.54	0.00	375.54	M&S/Professional Fees
BACS	One Voice Wales	Job evaluation of posts - Heritage centre & Cemetery	240.00	0.00	240.00	M&S/Professional Fees
DD	DWR CYMRU	Water bill 01/08/2025 - 11/02/2026	259.11	0.00	259.11	Pioneer Hall/Water
BACS	Amazon	Large Cork Notice Board	42.04	8.41	50.45	M&S/Stationery
DD	Culligan UK	Rental of Water dispenser	46.82	9.36	56.18	M&S/Equipment Maintenance
DD	Culligan UK	Rental of Water dispenser	27.00	5.40	32.40	Cemetery/Equipment Maintenance
BACS	Microshade	Citrix hosting package for the month of Feb 2026	1253.97	250.79	1,504.76	M&S/Citrix
Credit	SLCC	Agendas and Minutes Training refund	-117.00	-23.40	-140.40	Corporate/Staff Training
Credit	SLCC	Agendas and Minutes Training refund	-117.00	-23.40	-140.40	Corporate/Staff Training
BACS	Amazon	Waterproof Winter Gloves	20.53	4.11	24.64	Cemetery/PPE
BACS	Teleshore	Soil containment kit and 16 ground protection boards	2027.00	405.40	2,432.40	Cemetery/Equipment
DD	Pitney Bowes	Rental and maintenance contract Mar/Apr/May 2026	110.00	22.00	132.00	M&S/Equipment Maintenance
DD	DWR CYMRU	Water bill 22/08/2025 - 16/02/2026	180.96	0.00	180.96	Cemetery/Water
BACS	SLCC	Managing Local Council elections - event fee	28.90	5.78	34.68	Corporate/Staff Training
BACS	SLCC	Managing Local Council elections - event fee	28.90	5.78	34.68	Corporate/Staff Training
BACS	Amazon	Synthetic Engine oil 5 litres	19.98	4.00	23.98	Cemetery/Equipment Maintenance
BACS	Clayton Hotels	Staff Training - Bright HR - All staff	487.50	37.50	525.00	Corporate/Staff Training
DD	BIFFA	6.1 Skip - General Waste	18.76	3.75	22.51	Cemetery/Property Maintenance
BACS	Cook Stars	Welsh themed biscuit decorating workshop	400.00	0.00	400.00	Corporate/Corporate Events
BACS	Events on Stage	Stage, canopy, PA, power install and remove - St Davids	2,125.00	425.00	2,550.00	Corporate/Corporate Events
BACS	Events on Stage	Small stage set up - Daffodil Dash event	950.00	190.00	1,140.00	Corporate/Corporate Events
BACS	Airquee	Play equipment at Pioneer Hall	875.00	175.00	1,050.00	PH/New play equipment
BACS	Rim Motors	New switch for cemetery vehicle	58.94	11.79	70.73	Cemetery/Equipment Maintenance
BACS	SEMS Medical Service	Medical cover for St David's Day events	1042.00	208.40	1,250.40	Corporate/Corporate Events
DD	Lloyds Credit Card	Annual tax for cemetery vehicle	347.50	0.00	347.50	Cemetery/Vehicle Licence
DD	Lloyds Credit Card	St Davids Day Facebook advert	53.00	0.00	53.00	Corporate/Corporate Events
DD	Lloyds Credit Card	Adobe monthly subscription fee	27.99	5.60	33.59	M&S/Equipment Maintenance

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Lloyds Credit Card	Monkey Core annual subscription	340.00	68.00	408.00	Corporate/Community Engagement
DD	Lloyds Credit Card	Webinar - RHJ	20.00	0.00	20.00	Corporate/Staff Training
DD	Lloyds Credit Card	Mailchimp monthly fee	19.52	3.90	23.42	Corporate/Globally Responsible
DD	Lloyds Credit Card	Vistaprint PVC Banners 1000 x 2500	66.37	0.00	66.37	Corporate/Corporate Events
DD	Lloyds Credit Card	Adobe monthly subscription fee	27.99	5.60	33.59	M&S/Equipment Maintenance
BACS	Lloyds Credit Card	Broadcasting for St Davids Day	700.00	0.00	700.00	Corporate/Corporate Events
BACS	Employee 217	Staff mileage claim	5.68	0.17	5.85	M&S/Officers Travel
BACS	Amazon	Office Chair	74.33	14.87	89.20	M&S/Equipment
BACS	Amazon	Office Chair	74.33	14.87	89.20	M&S/Equipment
BACS	Amazon	Hi-vis Waterproof Over trousers	10.99	0.00	10.99	Cemetery/PPE
BACS	Amazon	Heavy duty Boot Laces x 3	17.46	3.48	20.94	Cemetery/PPE
BACS	SLCC	Agendas and Minutes Training	117.00	23.40	140.40	Corporate/Staff Training
BACS	SLCC	Agendas and Minutes Training	77.00	15.40	92.40	Corporate/Staff Training
BACS	Edson Print	Purchase Order Books	190.00	38.00	228.00	M&S/Stationery
BACS	Churches Fire	Emergency call out - smoke alarm	198.51	39.70	238.21	CACC/Property Maintenance
BACS	Churches Fire	Emergency Bulkhead and site attendance fee	227.75	45.55	273.30	Cemetery/Property Maintenance
BACS	J M Entertainment	Rodeo Sheep Hire for St Davids Day Event	695.00	139.00	834.00	Corporate/Corporate Events
BACS	Construction Plant Services	Annual Service of Bobcat	361.69	72.34	434.03	Cem/Equipment Maintenance
BACS	Construction Plant Services	Annual Service of JCB Excavator	414.54	82.91	497.45	Cem/Equipment Maintenance
BACS	Construction Plant Services	Annual Service of Ausa D300 Dumper	291.78	58.36	350.14	Cem/Equipment Maintenance
BACS	Newhall Janitorial	Various cleaning supplies for Cemetery	86.77	17.35	104.12	Cemetery/Cleaning
DD	Vodafone	Monthly rental of six mobile phones & calls for Jan 26	104.87	20.99	125.86	M&S/Telephone
DD	Vodafone	Monthly rental of one mobile phone & calls for Jan 26	10.63	2.14	12.77	Cemetery/Telephone
DD	Vodafone	Monthly rental of mobile Wi-Fi for Jan 2026	26.60	5.34	31.94	Cemetery/Broadband
DD	Vodafone	Monthly rental of two mobile phones & calls for Jan 26	35.26	7.06	42.32	CACC/Telephone
DD	Vodafone	Monthly rental of two mobile phones & calls for Jan 26	28.26	5.65	33.91	Pioneer Hall/Telephone
DD	Vodafone	Monthly rental of six mobile phones & calls for Feb 26	104.87	20.99	125.86	M&S/Telephone
DD	Vodafone	Monthly rental of one mobile phone & calls for Feb 26	10.63	2.14	12.77	Cemetery/Telephone
DD	Vodafone	Monthly rental of mobile Wi-Fi for Feb 26	26.60	5.34	31.94	Cemetery/Broadband
DD	Vodafone	Monthly rental of two mobile phones & calls for Feb 26	35.26	7.06	42.32	CACC/Telephone
DD	Vodafone	Monthly rental of two mobile phones & calls for Feb 26	28.26	5.65	33.91	Pioneer Hall/Telephone
BACS	Advanced fire Protection	Servicing of Fire Extinguishers at Town Hall	131.10	26.22	157.32	M&S/Property Maintenance
BACS	High Speed Training	Google and Excel for beginners training courses	60.00	12.00	72.00	Corporate/Staff Training
BACS	Latus Group	Health & Safety Compliance Test	55.00	11.00	66.00	M&S/Health & Safety
BACS	Employee 215	Mileage reimbursed	44.81	1.34	46.15	M&S/Officers Travel
BACS	Clear Skies	Annual BACUS subscription 01/01/2026 - 31/12/2026	4,500.00	900.00	5,400.00	M&S/Bacus
BACS	CJ Ball	Repairs to headstone	104.17	20.83	125.00	Cemetery/Property Maintenance
BACS	Masons	Rental of Units x4	550.00	110.00	660.00	M&S/Rent
BACS	Prospero Planning	Planning services February 2026	385.00	77.00	462.00	Planning/Professional Fees
Credit	Microshade	Credit IRO February invoice	-242.63	-48.53	-291.16	M&S/Equipment
BACS	Amazon	Sun screen for staff use at Cemetery	8.33	1.66	9.99	Cemetery/PPE
DD	British Gas	Electricity bill 29/12/2025 - 28/01/2026	115.50	5.77	121.27	Cemetery/Electricity

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	British Gas	Electricity bill 01/01/2026 - 01/02/2026	281.56	14.08	295.64	CACC/Electricity
DD	DWR Cymru	Water bill 22/08/2025 - 16/02/2026	343.97	0.00	343.97	CACC/Water
DD	Screwfix	DeWalt Combi Drill	141.66	28.33	169.99	Cemetery/Equipment
DD	UK Fuels	Fuel card fee	1.50	0.30	1.80	Cemetery/Haulage
DD	Peninsula	HR Cover 16/02/2026 - 15/03/2026	564.82	106.68	671.50	M&S/HR
DD	Peninsula	Insurance re HR Cover 16/02/2026 - 15/03/2026	58.24	0.00	58.24	M&S/HR
BACS	Green Circle Concrete	11.8 m Concrete	739.50	147.90	887.40	Cemetery/Property Maintenance
BACS	Ran Tool Hire	Hydraulic Oil	11.75	2.35	14.10	Cemetery/Equipment Maintenance
DD	British Gas	Electricity bill 29/01/2026 - 28/02/2026	98.51	4.92	103.43	Cemetery/Electricity
DD	British Gas	Electricity bill 01/02/2026 - 01/03/2026	205.11	10.26	215.37	CACC/Electricity
BACS	Auditel	Carbon Footprint project	465.00	93.00	558.00	Corporate/Globally Responsible
BACS	Masons	Storage charge for one container and insurance	45.84	9.17	55.01	M&S/Property Maintenance
BACS	Nisbets	New Water Boiler	499.99	99.99	599.98	Pioneer Hall/Equipment
DD	BT	Broadband bill 01/02/2026 - 28/02/2026	57.35	11.47	68.82	Cemetery/Broadband
BACS	Tip Top Toilets	Portaloos hire at Porthkerry Cemetery - Feb 2026	100	20.00	120.00	Porthkerry Cem/Property Maintenance
BACS	Amazon	50pcs Small magnetic fridge photo holders	11.65	2.33	13.98	Corporate/Corporate Events
DD	UK Fuels	80.61 Litres unleaded Fuel	111.08	22.21	133.29	Cemetery/Fuel
BACS	Aggie Evans	Live music at International Women's Day event	50.00	0.00	50.00	Corporate/Corporate Events
BACS	Amazon	A3 Laminator Machine	24.97	5.00	29.97	M&S/Equipment
BACS	Amazon	Flipchart Markers x2	12.50	2.50	15.00	M&S/Stationery
DD	SCG	Monthly broadband charges for March 2026	369.69	73.94	443.63	M&S/Broadband
DD	SCG	Monthly call charges for February 2026	10.44	2.09	12.53	M&S/Telephone
DD	SCG	Support service for the month of March 2026	59.62	11.92	71.54	M&S/Equipment Maintenance
BACS	Amazon	Sun screen for cemetery staff use	13.25	2.65	15.90	Cemetery/PPE
DD	Ecotricity	Electricity for electric van	85.68	4.28	89.96	Cemetery/Fuel
BACS	Construction Plant Services	Repairs and service - Kubota ride on mower	242.82	48.56	291.38	Cemetery/Equipment Maintenance
BACS	Newhall Janitorial	Cleaning materials	4.55	0.91	5.46	M&S/Cleaning
BACS	Thomas Fattorini	Mayors Medallion	4300.13	860.03	5,160.16	Civic/Medallions
BACS	Greenhouse Stores	New Greenhouse	740.00	148.00	888.00	Corporate/Globally Responsible
BACS	Events Onstage	New speakers and Bluetooth set up for community centre	1600.00	320.00	1,920.00	CACC/Equipment
BACS	Amazon	Various stationery supplies	99.28	19.86	119.14	M&S/Stationery
BACS	Amazon	Branch cutter	16.33	3.26	19.59	Cemetery/Equipment
DD	British Gas	Electricity bill 22/01/2026 - 21/02/2026	316.55	63.31	379.86	Cemetery/Electricity
DD	British Gas	Gas bill 15/01/2026 - 14/02/2026	338.50	67.70	406.20	Pioneer Hall/Gas
DD	British Gas	Electricity bill 22/01/2026 - 20/02/2026	110.25	5.51	115.76	Pioneer Hall/Electricity
DD	Screwfix	Digging spades, fork/trowels/picks/hoes/shovels	236.92	47.38	284.30	Cemetery/Equipment
DD	Screwfix	150mm Led lights	74.97	15.00	89.97	Cemetery/Property Maintenance
DD	Screwfix	Traffic Jacket and Safety Boots	108.29	13.67	121.96	Cemetery/PPE
BACS	Employee 225	Staff mileage claim	7.15	0.00	7.15	M&S/Officers Travel
BACS	Employee 225	Reimburse expenses	78.13	2.57	80.70	Corporate/Corporate Events
BACS	One Voice Wales	Officer Grading	120.00	0.00	120.00	M&S/Professional Fees
BACS	Churches Fire	Rechargeable Back up Powerpack - Staff break area	44.12	8.82	52.94	Cemetery/Property Maintenance

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Churches Fire	Emergency Lighting Service - Chapel	220.45	44.09	264.54	Cemetery/Property Maintenance
BACS	Churches Fire	emergency Lighting Service - Workshop	220.45	44.09	264.54	Cemetery/Property Maintenance
BACS	Churches Fire	Rechargeable Back up Powerpack - Chapel	22.05	4.41	26.46	Cemetery/Property Maintenance
BACS	Insight Workplace	OHA Remote	145.00	0.00	145.00	M&S/Health & Safety
DD	Lloyds Bank Cardnet	Bank Charges 01/02/2026 - 28/02/2026	16.40	0.00	16.40	M&S/Bank Charges
BACS	Amazon	Android 16 Tablet	63.74	12.75	76.49	Corporate/Councillor Tablets
BACS	Employee 210	Staff mileage claim	29.73	0.00	29.73	M&S/Officers Travel
BACS	Rim Motors	MOT	75.00	4.00	79.00	Cemetery/Vehicle Tax
DD	Screwfix	Tape measure, self tappers	9.73	1.95	11.68	Cemetery/Equipment
DD	Screwfix	Padded Pilot Jacket	29.15	5.83	34.98	Cemetery/PPE
DD	Certas Energy	800 Litres HVO	1568.00	313.60	1,881.60	Cemetery/Fuel
DD	Lloyds Bank	Bank charges incurred February 2026	45.60	0.00	45.60	M&S/Bank Charges
DD	Screwfix	Union BS Mortice Deadlock	49.95	9.99	59.94	Cemetery/Property Maintenance
DD	Screwfix	20 kg Postfix	25.00	5.00	30.00	Cemetery/Property Maintenance
DD	Screwfix	Ear plugs, clear safety lens x10	51.49	10.30	61.79	Cemetery/PPE
DD	Screwfix	Utility blade, Mixer nozzle, Heavy duty sealant gun	64.34	12.87	77.21	Cemetery/Equipment
DD	Peninsula	HR Cover 16/03/2026 - 15/04/2026	564.82	106.68	671.50	M&S/HR Costs
BACS	Amazon	2x Garden rakes, Battery charger & DeWalt 18v battery	168.56	33.71	202.27	Cemetery/Equipment
BACS	Amazon	Office Chair	42.48	8.50	50.98	M&S/Equipment
BACS	Lenovo Technology	Lenovo 15i Gen 10 (15" Intel)	1,118.57	223.71	1,342.28	M&S/Equipment
BACS	DG Window Services	Supply and install door to cemetery mess room	625.00	125.00	750.00	Cemetery/Property Maintenance
DD	Culligan	Rental of Water dispenser	27.00	5.40	32.40	Cemetery/Equipment Maintenance
DD	Culligan	Rental of Water dispenser	46.82	9.36	56.18	M&S/Equipment Maintenance
DD	Sage	Payroll support and advice for March 2026	154.50	30.90	185.40	M&S/Equipment Maintenance
DD	PHS	Hygiene Services 19/03/2026 - 18/06/2026	51.60	10.32	61.92	CACC/Personal Hygiene
BACS	Cardiff Embroidery	Embroidery work for Cemetery Uniforms	707.52	141.50	849.02	Cemetery/PPE
BACS	J V Tree Services	50% for urgent tree work	11557.50	2,311.50	13,869.00	Cemetery/Tree Work
DD	BT	Broadband bill 01/03/2026 - 31/03/2026	57.35	11.47	68.82	CACC/Broadband
BACS	Microshade	Citrix hosting package for the month of March 2026	1069.38	213.88	1,283.26	M&S/Citrix
BACS	J V Tree Services	Full arboriculture survey for Merthyr Dyfan Cemetery	1345.00	269.00	1,614.00	Cemetery/Tree Work
BACS	Amazon	Ink Cartridge replacement	7.27	1.45	8.72	M&S/Stationery
BACS	Pugh's Garden Village	Cherry blossom tree	44.16	8.83	52.99	Cemetery/Horticulture
BACS	Pugh's Garden Village	Crab apple tree	41.66	8.33	49.99	Cemetery/Horticulture
BACS	Pugh's Garden Village	Cherry blossom tree	51.66	8.33	59.99	Cemetery/Horticulture
DD	Peninsula	Insurance re HR Cover 16/03/2026 - 15/04/2026	58.24	0.00	58.24	M&S/HR Costs
BACS	Amazon	Safety Signs - CCTV in operation	9.50	1.90	11.40	Cemetery/Equipment
BACS	Amazon	Heavy duty Black Bags x3	26.07	5.22	31.29	Cemetery/ Cleaning
BACS	Amazon	USB dual display port adapter for dual monitors	18.31	3.66	21.97	M&S/Equipment
BACS	Elite Pipeline	Repairs to drains around the Lodge	1700.00	340.00	2,040.00	Cemetery/Property Maintenance
BACS	Be Sure Construction	Rerouting of pipes for new boiler	868.00	0.00	868.00	CACC/Property Maintenance
BACS	SMS Window Cleaning	Cleaning of gutters - Cemetery Lodge	220.00	0.00	220.00	Cemetery/Property Maintenance
BACS	Employee 188	Staff mileage claim	301.01	8.97	309.98	M&S/Officers Travel

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Employee 188	Staff mileage claim re events	127.94	3.82	131.76	Corporate/Attendance
DD	British Gas	Electricity bill 22/02/2026 - 21/03/2026	258.50	12.92	271.42	Cemetery/Electricity
BACS	Amazon	2x Hand Tool Kits	42.48	8.50	50.98	CACC/Equipment
BACS	Employee 217	Staff mileage claim	10.10	0.30	10.40	M&S/Officers Travel
Credit	Screwfix	Digging Spade/Fork	-24.99	-5.00	-29.99	Cemetery/Equipment
DD	Screwfix	Digging Spade/Fork	24.99	5.00	29.99	Cemetery/Equipment
DD	Screwfix	400x300x220 Euro Container Mixer Nozzles 10 pcs	20.40	4.08	24.48	Cemetery/Equipment
DD	Screwfix	Resin	10.83	2.17	13.00	Cemetery/Property Maintenance
Credit	Screwfix	410ml 2 Nozzles	-18.32	-3.66	-21.98	Cemetery/Equipment
DD	Vodafone	Monthly rental of six mobile phones & calls for Mar 26	105.16	21.05	126.21	M&S/Telephone
DD	Vodafone	Monthly rental of one mobile phone & calls for Mar 26	10.63	2.14	12.77	Cemetery/Telephone
DD	Vodafone	Monthly rental of mobile Wi-Fi for Mar 26	26.60	5.34	31.94	Cemetery/Broadband
DD	Vodafone	Monthly rental of two mobile phones & calls for Mar 26	35.96	7.19	43.15	CACC/Telephone
DD	Vodafone	Monthly rental of two mobile phones & calls for Mar 26	28.26	5.66	33.92	Pioneer Hall/Telephone
BACS	Ran Hire	240v Generator Fly Lead	19.00	3.80	22.80	Cemetery/Equipment
BACS	Ran Hire	Crowd Barrier for St Davids Day	72.50	14.50	87.00	Corporate/Corporate Events
DD	Merchant Rentals	New Card one off charge	23.00	4.60	27.60	M&S/Equipment
DD	Biffa	6.1 Skip - General Waste	320.43	64.09	384.52	Cemetery/Property Maintenance
BACS	First Rescue Training	2 Sets pads for Defib	180	36.00	216.00	CACC/Equipment
DD	British Gas	Electricity bill 21/02 - 21/03/2026	98.33	4.91	103.24	Pioneer Hall/Electricity
DD	British Gas	Electricity bill 01/03/2026 - 28/03/2026	46.70	2.33	49.03	CACC/Electricity
DD	Screwfix	Safety gloves and masks	70.71	14.15	84.86	Cemetery/PPE
BACS	Tip Top Toilets	Portaloo hire at Porthkerry Cemetery March 2026	110.71	22.14	132.85	Porthkerry Cemetery/Property Maintenance
BACS	Amazon	Ink cartridge replacement	11.62	2.32	13.94	M&S/Stationery
BACS	Microshade	Professional Engineer Service	650.00	130.00	780.00	M&S/Professional Fees
BACS	Shutter Hire Photography	Staff Photographs	650.00	0.00	650.00	Corporate/Marketing
BACS	The Female Alchemist	Consultancy Heritage Centre Feasibility 4 days	1600.00	320.00	1,920.00	M&S/Professional Fees
BACS	Employee 222	Staff train fare	39.60	0.00	39.60	Corporate/Staff Training
BACS	Employee 210	Reimburse Car Park - Staff Training Cardiff	15.00	3.00	18.00	Corporate/Staff Training
BACS	Employee 188	Reimburse Meal Allowance - Training NACO conference	50.00	0.00	50.00	Corporate/Staff Training
Credit	Certas Energy	Credit for overcharge on previous invoice	-184.00	-36.80	-220.80	Cemetery/Fuel
BACS	Advanced Fire Protection	Service Fire Extinguishers at cemetery	141.65	28.33	169.98	Cemetery/Equipment Maintenance
DD	Lloyds Credit Card	Facebook Community Events Advertising	57	0.00	57.00	Corporate/Community Engagements
DD	Lloyds Credit Card	Facebook Community Events Advertising	31.04	0.00	31.04	Corporate/Community Engagements
DD	Lloyds Credit Card	Facebook Community Events Advertising	57.00	0.00	57.00	Corporate/Community Engagements
DD	Lloyds Credit Card	Facebook Community Events Advertising	57.00	0.00	57.00	Corporate/Community Engagements
DD	Lloyds Credit Card	NACO Conference accommodation	156.60	31.32	187.92	M&S/Officers Travel
DD	Lloyds Credit Card	All Staff Training 27/03/2026	400.00	0.00	400.00	Corporate/Training
DD	Lloyds Credit Card	Staff Training refreshments 27/03/2026	40.00	0.00	40.00	Corporate/Training
DD	Lloyds Credit Card	Trophies for St David's Day	170.46	34.09	204.55	Corporate/Events
DD	Lloyds Credit Card	Daffodil hats for Daffodil Dash Event	408.93	0.00	408.93	Corporate/Events
DD	Lloyds Credit Card	Trophies for Daffodil Dash	91.46	18.29	109.75	Corporate/Events

Schedule of Payments of Accounts For March & April 2026

Chg No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Lloyds Credit Card	Credit for Daffodil Dash Medals	-14.95	0.00	-14.95	Corporate/Events
DD	Lloyds Credit Card	Mailchimp monthly fee	20.10	4.02	24.12	Corporate/Globally Responsible
DD	Lloyds Credit Card	All Staff Meeting 27/03/2026	340.00	0.00	340.00	Corporate/Training
DD	Lloyds Credit Card	Refuse Bags	31.00	0.00	31.00	Pioneer Hall/Cleaning
DD	Lloyds Credit Card	Refuse Bags	31.00	0.00	31.00	Cemetery/Cleaning
DD	Lloyds Credit Card	Refuse Bags	31.00	0.00	31.00	CACC/Cleaning
DD	Lloyds Credit Card	Refuse Bags	31.00	0.00	31.00	M&S/Cleaning
DD	Lloyds Credit Card	Adobe March subscription fee	27.99	5.60	33.59	M&S/Equipment Maintenance
DD	Lloyds Credit Card	Flower seeds for cemetery gardens	18.75	3.75	22.50	Cemetery/Horticulture
DD	Lloyds Credit Card	Cashback credit	-10.46	0.00	-10.46	M&S/Bank Charges
BACS	Npower	Christmas light supply	250.84	12.54	263.38	Corporate/Corporate Events
DD	Lloyds Cardnet	Bank charges incurred in the month of March 2026	21.60	0.00	21.60	M&S/Bank Charges
BACS	Tudur Jones	Welsh Translation	166.92	0.00	166.92	M&S/Welsh Translation
2993	Petty Cash	Petty Cash Reimbursement	444.85	0.00	444.85	M&S/Petty Cash
Total for this period			85,389.82	14,719.20	99,664.17	
Total from previous period			455,033.59	59,099.13	514,132.72	
Total to 20 April 2026			540,423.41	73,818.33	613,796.89	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	20 APRIL 2026	AGENDA ITEM: 9
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INTERNAL AUDIT REPORT 2025/26 (INTERIM)

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Internal Audit Report 2025-26 (Interim) (14 pages)
B. Actions / Responses to IA Recommendations (4 pages)

Purpose of Report

To provide members with the internal auditor's report (Interim) for 2025/26.

Background

Auditing Solutions Ltd undertook the work in relation to their interim review for the 2025/26 financial year from 26 February 2026 to 26 March 2026, together with their preparatory work. The work was undertaken remotely by a new consultant auditor, Claire Lingard McKay.

A copy of the internal auditor's report for 2025/26 (Interim) is attached for consideration. The report provides a summary of the work undertaken during the interim review. The internal auditor concludes that the 'Council continues to maintain adequate and effective internal control arrangements. We have identified a number of areas in which internal controls could and should be strengthened and have made eight corresponding recommendations in the report. The recommendations are recorded in the main body of the report and the appended action plan.'

Officers considered the internal auditor's report for 2025/26 (Interim) and the eight recommendations within the report, and have provided, as appendix B, actions / responses to the internal auditor's recommendations.

Auditing Solutions Ltd are scheduled to attend the Council offices in June 2026 to undertake the final visit and complete the internal audit work for 2025/26 and 'sign off' the Council's Annual Return for 2025/26.

Recommendations

Members are requested to receive and note the internal audit report (interim) for 2025/26, and endorse the actions / responses to the suggested recommendations within the report.

Barry Town Council – Recommendations from Internal Audit

Action Plan 2025-26 Financial Year

Review of Accounting Records & Bank Reconciliations

Rec. No.	Recommendation	BTC Action / Response	SLT Member Responsible
R1	The RFO should consider contacting Rialtas to request assistance in bringing the Council’s Chart of Accounts up-to-date, permanently deleting all redundant codes and ensuring that the Nominal Coding structure is simplified where possible.	Moving to Rialtas Cloud on Friday 24 th April. This recommendation should be resolved by Monday 20 th April 2026	Mark Sims, DCO / RFO
R2	The RFO should consider contacting Rialtas support to request assistance with changing bank account names on the Cashbooks and information for the Cash & Investment Reconciliation statements to ensure that these match exactly and correctly record the name of the banking organisation in use.	Moving to Rialtas Cloud on Friday 24 th April. This recommendation should be resolved by Monday 20 th April 2026	Mark Sims, DCO / RFO

Review of Corporate Governance

Rec No.	Recommendation	BTC Action / Response	SLT Member Responsible
R3	We remind the Chief Officer and any person responsible for Clerking meetings that close attention must be paid to Minute referencing to ensure that every item of the Council’s business can be uniquely and unambiguously identified.	Minute taking course being undertaken by all minute takers and RHJ (CO) in May 2026 All lead officers to ensure the accuracy of minute referencing	Mark Sims (DCO/RFO) & RHJ (CO) All SLT

		numbers when signing off agenda's and minutes	
R4	Confidential Minutes are not Lawfully permitted. Where a confidential matter is to be discussed under Suspended Standing Orders then the matters which are to remain confidential must be recorded in a Confidential & Privilege Appendix which is retained by the Chief Officer securely. The Resolution to Approve or Disapprove the outline motion, i.e., Members Resolved to Approve the Resolution in relation to Grievance Procedure 'A' be recorded.	<p>This was identified by the governance review, and also by temp RFO during Nov & Dec 2025.</p> <p>All lead officers will ensure that all resolved points even under part 2 sections of meetings are recorded accurately within minutes.</p> <p>All minutes will need to include the statement "Confidential & Privilege Appendix will be held with the Chief Officer"</p>	All SLT
R5	The Chief Officer should ensure that the Council's official website is updated to come into compliance with the current Accessibility Standard.	<p>Chris Mason (Head of Community Services & Facilities) will check with engagement and events officer on knowledge of compliance with current Accessibility Standard</p> <p>New website is required, and will need to redevelop this.</p> <p>Chris to check with Orbits IT on the contact for website developer and request a quote</p>	<p>Chris Mason (Head of Community Services & Facilities)</p> <p>Mark Sims (DCO / RFO)</p> <p>RHJ (CO)</p>

		for this, and then admin to reach out to two other providers to seek market check on costs. If required, will present this to Finance, Policy & General Committee for resolution (or Full Council dependent on costs)	
R6	The Chief Officer should ensure that the Council's adopts the ICO's model Publication Scheme as soon as practicably possible and publish this on its official website.	<p>BTC has already adopted ICO model Publication Scheme. Certificate is displayed in Town Hall reception. Due for renewal in May 2026.</p> <p>Mark Sims to ask admin to upload certificate to website & inform auditor that this recommendation has been actioned re website and BTC already adopted the scheme.</p>	Mark Sims (DCO / RFO)
R7	The Chief Officer and Members should develop, adopt and publish, as soon as is practicably possible, a robust portfolio of public facing policy documents on the Council's official website. This should include a suite of GDPR Policies, Freedom of Information Request Policy, Cemetery Policies, Health & Safety Policies etc.	<p>Several documents are already held on the website.</p> <p>Chris Mason to ascertain with Engagement and Events officer if we can create a dedicated website page solely for policy / documents. If so, Mark Sims ask admin to upload:</p>	<p>Chris Mason (Head of Community Services & Facilities)</p> <p>Mark Sims (DCO / RFO)</p>

		GDPR, FOI policy, Cemetery fees and relevant policies, H&S policy etc	
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Rec No.	Recommendation	BTC Action / Response	SLT Member Responsible
R8	We suggest that the RFO reviews the Council's Credit Control protocols, ensuring that each customer is subject to the same terms based on the age of the debt owed to the Council. This Could include the setting of appropriate credit limits and placing accounts on stop where they have failed to abide by their obligation to settle their account	<p>Mark Sims (DCO / RFO) to review all terms of payment and to ensure that both facilities and cemeteries payments are on the same payment terms.</p> <p>E.g. Regular hirers or users of service to be provided monthly invoices with 30 day payment terms</p> <p>Irregular users or hirers to pay prior to service being delivered.</p>	Mark Sims (DCO / RFO)