

St. Fagans Community Council

Minutes of the Council Meeting held on Tuesday 6th July 2021 at 7.00 pm

In accordance with the Local Government and Elections (Wales) Act 2021 this meeting took place remotely using the Zoom social media platform. This was advised with due notice on the Council's website and registered elector wishing to attend the meeting were advised that they should contact the Clerk using the Council's email address and that he would then advise the meeting number and password (this was not publicized on the website for security reasons). The Clerk then controlled entry to the meeting using the waiting room facility.

Present:	Councillors	C O'Brien (Chairman) D Bradley, C Price, J Griffiths, J Hughes, F Lewis, T Pallier, R Williams
Apologies:	Councillor	
In Attendance:	Mr M Drakeford Clerk	Member of the Senedd for Cardiff West and First Minister for Wales Mr A Gowman
Members of Public in attendance – confirmed on electoral register.		No members of the public were present

Minute No. 7.21	
1	To Receive Mark Drakeford, First Minister for Wales
	The Chairman welcomed the First Minister, the following issues were raised.
1.1	Litter - specifically seeing if we can stop its generation. After several representations from members about littering and fly tipping in the area the first minister outlined some of the measures being introduced by Welsh Government and the UK government to alleviate the many problems being experienced both locally and across the nation, these included investment in the circular economy whereby non-recyclables are removed by regulation from the supply chain. Cllr Griffiths made the suggestion that packaging from drive through fast food outlets should be stamped with vehicle registration numbers to assist in deterring littering and detecting offenders. The first minister undertook to query this with the Welsh Government Minister for Climate Change.
1.2	Local Development Plan - assumptions around population projections and lack of engagement with the Community Council over local projects that could benefit from S106. There was a lengthy discussion about the many concerns of the Council in respect of the on-going review of Cardiff Council's LDP these have been considered by the planning committee, these were noted by the First Minister.
1.3	Strategic Development Plan - as it feeds into the LDP Members raised their concerns that Cardiff's current LDP and draft replacement LDP lacked a regional perspective and asked the first minister for an update on the Strategic

<p>1.4</p>	<p>Development Plan. He confirmed that Welsh Government is currently preparing the next step of the SDP process which will consider the issues raised by members.</p> <p>Flooding and planning guidance (1 in 100 year requirement).</p> <p>There was a lengthy discussion about the impact of climate change and flooding. Cllr O'Brien raised concerns about the approach to dealing with drainage in the many new developments in the area and challenged the underlying flood modelling being used by local authorities and developers as incorporated into the WG Technical Advice Note (TAN). The first minister undertook to establish with the Welsh Government Minister for Climate Change whether the TAN stipulates for construction on land with potential to flood with a flood risk of once in every one hundred years. Members presented evidence of flooding which confirm that this assumption is no longer appropriate.</p> <p>The first minister confirmed that Welsh Government were working trying to ensure that all new development incorporate sustainable drainage solutions and are working with National Resources Wales to recalibrate monies away from concrete based to naturally based flood defences.</p>
<p>1.5</p>	<p>Deliberate fires and anti-social behaviour in the Westfield Park/Plymouth Woods areas.</p> <p>Cllr Pallier provided the first minister with an overview of the problems of deliberate fire setting, off road biking and other anti-social behavior occurring in the Westfield Park/Plymouth Woods areas (as has been regularly minuted over the year). The first minister confirmed that the Welsh Government has been working closely with the police in respect of off-road biking and he was aware of some success in this respect. In respect of the fire issue he confirmed that was not so aware of the problems but he hoped that one of his staff would be able to attend the forthcoming meeting on 13th July – the Clerk was instructed to send an invite.</p>
<p>1.6</p>	<p>General Upkeep of the Area</p> <p>The first minister noted the following concerns raised by members. Cllr Williams raised the issue of the general upkeep of the area with the poor condition of the paths and roads making the community uninviting to those with access challenges such as prams and wheelchair users. Additionally he felt that the museum which is at the historic core of St Fagans was being ignored with investment being focused on other historic sites in preference to the museum. Members concurred with these views.</p>
<p>2</p>	<p>Declarations of Interest</p> <p>Cllrs Griffiths and Lewis declared an interest in item 10.6 – correspondence reference no. 11- as they are both residents of St Fagans Drive.</p>
<p>3</p>	<p>Cooption of Members</p> <p>Members considered the feedback from the Chair and Vice Chair in respect of the 2 applicants for the co-option vacancy. It was Resolved that the position be offered to Catherine Heyworth who is resident in the Rhydlafer area of the community council's area.</p>
<p>4</p>	<p>To Consider the Minutes of the Meetings of 1st June 2021</p> <p>The minutes of the following meetings of 1st June 2021 were approved, there were no</p>

	matters arising which were not elsewhere on the agenda.
5	Police Matters
5.1	<p>Statistics for May</p> <p>10 x anti-social behaviour</p> <ul style="list-style-type: none"> 2 x Pentrebane Drive – 1 x covid breach; 1 x off road bike – off road bike seized 2 x Trem y Coed – both off road bikes – no suspects identified 1 x Trem y Rhyd – suspicious male – no persons identified 4 x Clos y Cwarra – all ongoing neighbour related issues 1 x Falconwood Drive – neighbour related <p>1 x burglary – Denison Way – Shed burglary with bicycles stolen – no suspects identified</p> <p>2 x theft</p> <ul style="list-style-type: none"> 1 x Lon y Goetre Fach – theft of plants – no suspects identified 1 x Falconwood Drive – theft of bin – no suspects identified <p>1 x crime other – Pentrebane Drive – e-scooter seized</p> <p>The police confirmed that the Speedwatch scheme could resume – Cllrs Lewis, Griffiths and the Clerk carried out a monitoring exercise on Crofft Y Genau road on 9th June.</p> <p>Statistics for June</p> <p>5 x anti-social behaviour</p> <ul style="list-style-type: none"> 2 x Trem y Coed – both off road bikes – no suspects identified 1 x Trem y Rhyd – covid breach – no breach identified 1 x Clos y Cwarra – people throwing glass – ASB referral issued 1 x Pentrebane Drive – off road bikes – no suspects identified <p>4 x theft</p> <ul style="list-style-type: none"> 1 x Nant y Drope – theft of push bike – no suspects identified 1 x Cardiff Road – theft of motor vehicle – no suspects identified, enquiries ongoing <ul style="list-style-type: none"> 1 x St Fagans Drive – theft of motor vehicle – no suspects identified 1 x Pentrebane Road – theft of lead – no suspects identified <p>5 x damage</p> <ul style="list-style-type: none"> 1 x Yarrow Close – damage to vehicle – no suspects identified 1 x Close y Cwarra – personal damage – no suspects identified 1 x Pentrebane Drive – damage to motor vehicle – no suspects identified 1 x Fescue Place – damage to shed – no suspects identified 1 x Llantrisant Road – damage to window – no suspects identified
5.2	Members noted the above statistics and again commented that certain crimes were missing from the reports and that the common theme presented is that no one is being identified and prosecuted hence there is no apparent deterrent.
6	Public Session
	There were no members of public in attendance.

6	<p data-bbox="178 163 496 201">Community Projects</p> <p data-bbox="60 235 167 273">6.1</p> <p data-bbox="178 235 331 273">Rhydlafar</p> <p data-bbox="178 311 1469 421">Cllr Hughes reported his frustration with Cardiff Council about the surface and drainage problems (see minute 6.1.04.21) and its failure to confirm what the costs of addressing the drainage problems affecting Rhydlafar Park are likely to be.</p> <p data-bbox="178 459 1469 568">It was noted that a public meeting had taken place on 30th June re: the proposed surgery facilitated by the Community Health Council with the Health Board in attendance. The next steps in the process are awaited with interest.</p> <p data-bbox="60 604 167 642">6.2</p> <p data-bbox="178 604 405 642">Westfield Park</p> <p data-bbox="178 680 1481 824">Cllr Pallier reported that the newly planted trees in Westfield Park had been re-staked following vandalism, he also reported that the locks on the gates to enter the park had been removed again (suspected to be the off road bikers). This will be raised with Cardiff Council in the next working group meeting, date to be confirmed by Cardiff Council.</p> <p data-bbox="178 862 1449 1008">On 15th June – Cllrs Pallier, Hughes, Lewis and the Clerk met with Cllr Peter Bradbury to discuss fires in Westfield Park/Plymouth Woods, it was agreed to hold a meeting with Inspector Deacy, Station Officer Rees, Cardiff Councillors from Ely and Fairwater, Cllr G Thomas and Chris Hyde – aiming at w/c 12th July – Clerk to organize.</p> <p data-bbox="60 1043 167 1081">6.3</p> <p data-bbox="178 1043 379 1081">Trem Y Coed</p> <p data-bbox="178 1120 1490 1229">The noticeboard has now been installed. Following representations from a resident it was Resolved to change the header to be bilingual and that all future signage should be bilingual and that a draft Welsh Language Policy be placed on the agenda for the next meeting.</p> <p data-bbox="178 1267 1490 1339">Per the June minute number 06.21.6.3 it was noted that yet again, despite repeated attempts from SFCC, there was no progress on the finishing works from Persimmon homes.</p> <p data-bbox="60 1375 167 1413">6.4</p> <p data-bbox="178 1375 288 1413">Village</p> <p data-bbox="178 1451 1477 1561">Planters have now been fixed to the Welcome to the Village signs, compost purchased and they now need to be planted up with suitable flowers – the Plymouth Estates maintenance team will be undertaking this.</p> <p data-bbox="178 1599 1406 1671">It was noted that due to low ground temperature in March, April and Mat the Japanese Knotweed treatment programme has been delayed.</p> <p data-bbox="178 1709 1493 1818">Re: the proposed gate in the park (minute 06.21.6.4) the Clerk reported that he had met with Steve Dudley (Plymouth Estates) who confirmed that he can do the job, Clerk to report back at next meeting.</p> <p data-bbox="178 1856 1461 1928">Cllr Lewis reported that the second bird feeder had gone missing from the park; she has a spare one in her garden and will re-locate it to the park.</p> <p data-bbox="60 1964 167 2002">6.5</p> <p data-bbox="178 1964 405 2002">Cae St Fagans</p> <p data-bbox="178 2002 1426 2074">It was Resolved to hold a site meeting at 9.00am on 31st July to inspect progress on the development of the estate, all members were invited to attend.</p>

<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Planning</p> <p>Cllr Lewis, as the Chairman of the planning committee, gave Members a verbal summary of the discussions of the planning committee meeting which had taken place immediately prior to the Council meeting, the minutes of the meeting will be presented (to be noted) at the next Council meeting on 3rd August 2021.</p> <p>Parking Restrictions Signs – Plymouth Arms Car Park</p> <p>Members noted their disappointment in the dismissive response received from Cardiff Council as to the controls on the signs recently erected in the Plymouth Arms car park which are deemed to be unsightly and out of character in the village conservation area.</p> <p>North West Cardiff Group/Cardiff LDP</p> <p>Cllr Lewis reported that the future of the group is still in a state of uncertainty which is unfortunate given the forthcoming consultation on the replacement LDP.</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Environmental Matters</p> <p>Highway Concerns</p> <p>Members noted a report that Cllrs Lewis, Griffiths and the Clerk had undertaken a Speedwatch exercise on Crofft Y Genau road at 7.30 am on 9th June – no vehicles were identified exceeding the threshold for reporting.</p> <p>Streets cleaning/Litter</p> <p>Cllr Lewis confirmed the following details of the next litter pick (to go in the newsletter):</p> <p><i>We will be creating a Keep St Fagans Tidy group as part of Cardiff's Lovewhereyoulive initiative which operates in partnership with Keep Wales Tidy. Our first pick will be 31 July, when we will be joined by Gareth Davies of Keep Wales Tidy who will give a short talk. We will be covered by Keep Wales Tidy insurance. On this occasion only, to prevent Gareth having to go to several locations, please meet at 9.45 in the Plymouth Arms/Old Post House car park in the village (which is central to all locations) at 9.45am. When Gareth has finished his talk we will disperse to all areas of the community to litter pick. Tea and coffee will be available in the car park.</i></p> <p>Cllr Griffiths reported a blocked gully at the end of St Fagans Drive and Cllr Williams the area outside needs weed spraying. The Clerk was instructed to report these to Cardiff Council.</p> <p>Council's land at the Railway Line</p> <p>There is a bolt missing in the gate on the path leading to Plymouth Woods – Cllr O'Brien said he would have a look and sort if he can.</p> <p>Flooding</p> <p>The Clerk was instructed to chase up Cardiff Council highways officers about the floods</p>

actions required following the meeting of 28th May.

Prepare a succinct leaflet for distribution to the residents of the village; and
Seek a site meeting at Crofft Y Genau road with Cardiff Council to ask explore the best options for the procurement and storage of flood prevention equipment.

The Clerk reported that he had received information from Cadw including a copy of the Conservation Area Appraisal 2007, he confirmed that in respect of fire equipment fittings the following policy would apply:

The attaching of additional equipment, for whatever uses, to buildings can have a significant impact on the character of the Conservation Area. If inappropriately located they can have a cumulative impact that is detrimental to the character of the Conservation Area. Equipment is unlikely to be acceptable on prominent front and side elevations. Rear elevations or out buildings are often a more appropriate location, provided they are discrete and do not harm the character or appearance of the Conservation Area. Where this type of equipment is currently inappropriately located and when opportunities arise this visual clutter should be reduced.

9 One Voice Wales

Cllr Hughes provided the following update on OVW business:

Meetings took place on 3rd June 2021 Co-ordination Group and 4th June 2021 National Executive Committee:

Co-ordination Group

Agreed Terms of Reference for this Group so that progress is made and more focused organisation going forward. Similar for the Audit Panel which supports the National Executive in the Governance of OVW by scrutinizing it's financial, audit risk, equalities, Welsh Language requirements and by ensuring it's procedures are monitored and reviewed.

Discussed job description for Area Committee and NEC members

Discussed political engagement

The on-going meetings with Welsh Government have been very successful and the outlook hopefully is bright.

National Executive

This meeting included discussions on Finance, update on Budget from our Accountants, very satisfactory and giving a clean audit.

Membership - 648 out of 735 highest

Self-Assessment Document which is mainly focusing on compliance is on track
Training

Independent Numeration Panel Report - focusing this period on Town and Community Councils

Welsh Government Second Home Survey – **it was Resolved to add this to the agenda for the next meeting**

	<p>HMRC Tax update</p> <p>Digital Working</p> <p>Area Committee Meeting and AGM 5th July 2021</p>																																				
10	Correspondence																																				
10.1	The following items of correspondence were noted.																																				
	<table border="1"> <thead> <tr> <th>Ref</th> <th>Date</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02 June 2021</td> <td>CADW - Conservation Area Email</td> </tr> <tr> <td>2</td> <td>03 June 2021</td> <td>Crime Figures May 2021</td> </tr> <tr> <td>3</td> <td>03 June 2021</td> <td>OVW - COVID Volunteering Survey</td> </tr> <tr> <td>4</td> <td>03 June 2021</td> <td>Regenerating Welsh Towns and Communities post Covid-19 – 23rd June 2021</td> </tr> <tr> <td>5</td> <td>09 June 2021</td> <td>Email from resident of Trem Y Coed - road safety issues Michaelstone Road</td> </tr> <tr> <td>6</td> <td>10 June 2021</td> <td>Email from PhD student - research project.</td> </tr> <tr> <td>7</td> <td>18 June 2021</td> <td>Cadw Historic Environment Update</td> </tr> <tr> <td>8</td> <td>21 June 2021</td> <td>Introduction Rachel Carter Local Places for Nature Officer</td> </tr> <tr> <td>9</td> <td>21 June 2021</td> <td>Email from Cllr G Thomas – re: meeting</td> </tr> <tr> <td>10</td> <td>25 June 2021</td> <td>Emails from LM area to front of St Mary's church and litter picks</td> </tr> <tr> <td>11</td> <td>5th July 2021</td> <td>Email from BC resident of St Fagans Drive re: legal responsibility for grass cutting</td> </tr> </tbody> </table> <p>In respect of item 5 the Clerk is to re-iterate previous answers to the resident confirming SFCC's concerns about road safety on Michaelstone Road.</p> <p>In respect of item 9 the Clerk was instructed to arrange a 30 minute meeting with Cllr Thomas</p> <p>In respect of item 10 the Clerk was instructed to advise the correspondent of the next litter pick date.</p> <p>In respect of item 11 it was Resolved to see advice from OVW before replying to the correspondent.</p>	Ref	Date	Item	1	02 June 2021	CADW - Conservation Area Email	2	03 June 2021	Crime Figures May 2021	3	03 June 2021	OVW - COVID Volunteering Survey	4	03 June 2021	Regenerating Welsh Towns and Communities post Covid-19 – 23 rd June 2021	5	09 June 2021	Email from resident of Trem Y Coed - road safety issues Michaelstone Road	6	10 June 2021	Email from PhD student - research project.	7	18 June 2021	Cadw Historic Environment Update	8	21 June 2021	Introduction Rachel Carter Local Places for Nature Officer	9	21 June 2021	Email from Cllr G Thomas – re: meeting	10	25 June 2021	Emails from LM area to front of St Mary's church and litter picks	11	5th July 2021	Email from BC resident of St Fagans Drive re: legal responsibility for grass cutting
Ref	Date	Item																																			
1	02 June 2021	CADW - Conservation Area Email																																			
2	03 June 2021	Crime Figures May 2021																																			
3	03 June 2021	OVW - COVID Volunteering Survey																																			
4	03 June 2021	Regenerating Welsh Towns and Communities post Covid-19 – 23 rd June 2021																																			
5	09 June 2021	Email from resident of Trem Y Coed - road safety issues Michaelstone Road																																			
6	10 June 2021	Email from PhD student - research project.																																			
7	18 June 2021	Cadw Historic Environment Update																																			
8	21 June 2021	Introduction Rachel Carter Local Places for Nature Officer																																			
9	21 June 2021	Email from Cllr G Thomas – re: meeting																																			
10	25 June 2021	Emails from LM area to front of St Mary's church and litter picks																																			
11	5th July 2021	Email from BC resident of St Fagans Drive re: legal responsibility for grass cutting																																			
11	Finance																																				
11.1	Financial Requests																																				
	There were no requests for financial support.																																				

11.2 Approvals

Members scrutinized the financial report of 6th July 2021 and the following payments were approved:

Payee	Item	£
A Gowman	Salary and Expenses - June 2021	490.96
Cardiff Council LGPS	LGPS Deductions - June 2021	142.12
HMRC	PAYE - April to June 2021	327.68
XLN (SO)	Broadband - July 2021	76.73
Taylor Total Weed Control	Weed control in the park	108.00
St Fagans Bowls Club	Grant - as approved in 2020/21	1,000.00
A Gowman	Reimbursement - Policy Forum Conference	228.00
Zurich Insurance	Policy Renewal	796.98
Graham Pritchard	Photographer	353.78

11.3 Budget Monitoring Report for 2021/22 - Quarter 1

Members received and approved the budget report for 2021/22 - Quarter 1 – Appendix A

11.4 Proposal to use on-line banking

Members considered a proposal to use on-line banking for the Council's current account (Cater Allen) as an additional method to make payments and noted the following features:

- No set up costs involved
- More flexible approach to making payments
- Internal Control maintained as existing signatories (FL/JG/JH/TP/RW) to the account retain their existing responsibilities (2 to sign for all payments) – one of the signatories needs to set up the payment and the other then authorises. Each signatory has their own personal secure confidential password.
- Will allow Clerk to access account (view only) which will enable bank reconciliations to be performed more promptly (at present paper statements received 10 to 15 days after the month end).
- Savings to SFCC arising from reduced mileage claims by Clerk.
- Will need to amend SFCC financial regulations to reflect change

11.5 Financial timetable

In the last Clerk's report said that he would present Members with a financial timetable for reference – this was noted and is shown in Appendix B.

12	<p>Wales National History Museum</p> <p>The Clerk was instructed to contact to arrange a catch up meeting with the museum.</p>								
13	<p>New Council Website</p> <p>Members had their first view of some of the photos taken by the photographer from www.camera-cymru.com which will be uploaded on to the new website, he still has to visit certain areas of the area which is hopes to undertake shortly.</p>								
14	<p>Attendance</p> <p>Members noted the attendance report</p>								
15	<p>Date and Time of Future Meetings - Meetings to be via Zoom until further notice.</p> <table border="1" data-bbox="180 757 678 1088"> <tr><td>3rd August 2021</td></tr> <tr><td>7th September 2021</td></tr> <tr><td>5th October 2021</td></tr> <tr><td>2nd November</td></tr> <tr><td>7th December 2021</td></tr> <tr><td>4th January 2022</td></tr> <tr><td>1st February 2022</td></tr> <tr><td>1st March 2022</td></tr> </table>	3rd August 2021	7th September 2021	5th October 2021	2nd November	7th December 2021	4th January 2022	1st February 2022	1st March 2022
3rd August 2021									
7th September 2021									
5th October 2021									
2nd November									
7th December 2021									
4th January 2022									
1st February 2022									
1st March 2022									

The Chairman thanked everyone for their attendance and the meeting closed at 9.55 pm.

Confirmed as a correct record:

Dated: 6th July 2021

.....

.....

Appendix A

Budget Monitoring Report - Quarter 1 2021/22

	Approved Budget 2021/22	Position as at 30/6/21	Full Year Projection	Notes
	£	£	£	
RECEIPTS				
Precept	33,733	33,733	33,733	
Bank Interest	-			
VAT Refund	376		483	
SFVA Loan repayments				
S106 monies	-			
Total Receipts	34,109	33,733	34,216	
PAYMENTS				
Clerk's salary & travel expenses	7,000	1,994	8,000	Increase due to registration of SFCC into Cardiff Council pension scheme
Ground Rent	500	125	500	
Insurances	800	-	800	
One Voice Wales membership	300	405	405	
Village Association / Hall	1,200	278	1,200	
Xmas lights	1,000		1,000	
Environmental/Crime prevention	1,500	108	1,500	
Community projects	5,000	7,365	12,365	The spend to date in 2021/22 is in relation of the capital project fund - Westfield Park
Grants & donations	1,000	1,000	2,000	The £1k spent to date is the approval from 2020/21
Wreath, floral tributes, etc.	100	-	100	

Audit fees	500	160	500	
Chain of office	100	-	100	
Members' allowances and expenses	3,000	1,850	2,000	
Conference / Training fees	1,000	168	1,000	
Office expenses, web site, WiFi	1,200	175	1,200	
Newsletters, social media,etc.	1,500	228	1,500	
Professional advice / NWCG costs	1,000	-	1,000	
Total Payments	26,700	13,856	35,170	
Surplus / Deficit(-)	7,409	19,877	- 954	
Balance brought forward from 2020/21			47,581	

Forecast balance at the end of the year	46,627	The budget was set to further accumulate funds for the 2 major Council projects at Westfield Park and Rhydrafar Park - £7.3k has been spent on these to date.
---	--------	---

Appendix B

St Fagans Community Council Annual Financial Timetable

Month	Action by Clerk	Council Meeting
April	Prepare Year End Accounts Submit Accounts to Internal Auditor Submit Year End VAT Claim Budget Monitoring Report - Qtr. 4 (previous year)	Council to review staff wages (following performance appraisal To receive the year end bank reconciliation To receive the Budget Monitoring Report - Qtr. 4 (also the Receipts and Payments outturn) Review Council contracts
May	Review Council's Insurance	Review Council's Insurance
June	Budget Monitoring Report - Qtr. 1 Prepare Annual Return for external auditor Submit approved annual return by 30th June Advertise public right of inspection of accounts	To receive the Budget Monitoring Report - Qtr1 Consider and approve Annual Return for external auditor
July	Bank Reconciliation - Qtr. 1 *	To receive the bank reconciliation - Qtr. 1
August	Inspect Council assets	
September	Budget Monitoring Report - Qtr. 2 Check renewal dates for contracts/leases etc.	To receive the Budget Monitoring Report - Qtr. 2
October	Bank Reconciliation - Qtr. 2 * Prepare draft budget for next year	To receive the bank reconciliation - Qtr. 2 Consider draft budget for next year
November	Prepare final draft budget for following year	Approve budget for following year
December	Budget Monitoring Report - Qtr. 3 Make precept demand on Cardiff Council *	To receive the Budget Monitoring Report - Qtr. 3
January	Bank Reconciliation - Qtr. 3 *	To receive the bank reconciliation - Qtr. 3
February	Check policies, standing orders, financial regulations and asset registers are up to date	Approve any amendments to policies, standing orders, financial regulations or asset registers Performance appraisal of staff
March	Budget Monitoring Report - Qtr. 4 Review risk assessments and note any amendments for approval at May meeting Begin the year end process - pay all outstanding invoices	To receive the Budget Monitoring Report - Qtr. 4

* If date of receipt of bank statement allows or on-line banking is introduced bank reconciliations can be actioned in the previous months.

* The date of the precept demand is driven by Cardiff Council in accordance with their budget setting timetable which often extend into January before community councils are advised of their Council Tax base for the following year.