

Llangoedmor Community Council	
Meeting Date:	February 2025
Report Title:	Future of the Toolkit Committee
Agenda Item Number	9.1.1
Paper Reference	Feb 2025-7
Presented By	Chairman

Introduction

At the previous Council meeting the Chairman had agreed to bring a proposal to the next Council meeting about the future of the Toolkit Committee.

Motion

Llangoedmor Community Council resolves that:

- i. the Toolkit Committee be reformed to include all councillors
- ii. the Toolkit Committee meets once annually in March to review the work of the Council within the parameters laid out in the recommended model toolkit
- iii. recommendations from the review form the Council's development plan and inform the training plan
- iii. actions recommended by the Toolkit Committee are carried out by full council and the Clerk/RFO.

For information, extracts from The Finance & Governance Toolkit for Community and Town Councils, June 2022

The Toolkit, developed by One Voice Wales, the Society of Local Council Clerks (SLCC) and Welsh Government aims to support community and town councils to:

- review the financial management, governance and accountability arrangements they have in place; and
- consider how effective these arrangements are, and how they might be improved.

'By law, councils need to ensure they safeguard, properly account for, and use the public money they have been entrusted with economically, efficiently and effectively.

Self-assessment is a way of critically, and honestly, reviewing the current position to make decisions on how to secure improvement for the future. Using this toolkit will help ensure your council has the capability and capacity to properly serve your

community, enabling you to identify and act on opportunities to improve the way your council works, and ensure you deliver the best outcomes for your communities.

This is not an audit tool, but it will help you assess whether your council is meeting certain statutory requirements that external auditors and the public would expect to see. It is about providing assurance that the council is operating effectively. It can be used to support your internal controls and can help identify ways your council can continuously improve and positively impact on your community.'

'While you are not required to formally report the findings of your self-assessment, you may wish to publish a summary of the findings, and the actions you intend to take in response, on your website and / or in your annual report. Doing so would represent a commitment to being open and transparent with the communities you serve.'

'The toolkit is made up of two parts:-

Part 1. The Health Check

The health check is designed to be completed by the Clerk, working with the Chair or a small group of members as appropriate, to assess whether fundamental governance and financial management arrangements, policies, etc. are in place, highlight and action that needs to be taken, and report back to full council'

'Part 2: The self-assessment

The self-assessment will enable councillors to use the findings from Part 1, and other forms of evidence available, to **reflect more deeply on how the council is operating, managing its finances and governing itself**. The questions will support consideration of what arrangements the council has in place, **and importantly how the council is working for and with the local community to achieve the greatest impact on the well-being of its area.** '

'How you and your council use the toolkit is up to you. You can **complete the whole toolkit in a single exercise on an annual cycle, or you may wish to spread this out over weeks and months** – although it is encouraged that you keep any work current and relevant. '