



# Complete Agenda



**Democratic Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

## Meeting

### **JOINT PLANNING POLICY COMMITTEE**

**\*A MEETING OF THE JOINT LOCAL DEVELOPMENT PLAN PANEL  
WILL FOLLOW THE COMMITTEE**

## Date and Time

**2.00 pm, WEDNESDAY, 28TH JUNE, 2017**

## Location

**Siambr Cyngor Sir Ynys Mon, Llangefni**

## Contact Point

**Nia Haf Davies**

**01286 679890**

**[niahafdavies@gwynedd.llyw.cymru](mailto:niahafdavies@gwynedd.llyw.cymru)**

(DISTRIBUTED Tuesday, 20 June 2017)

# **JOINT PLANNING POLICY COMMITTEE**

## **MEMBERSHIP**

### **GWYNEDD**

Councillors

John Brynmor Hughes  
Berwyn Parry Jones  
John Pughe Roberts  
Owain Williams

Sian Wyn Hughes  
Dafydd Meurig  
Catrin Elen Wager

### **ISLE OF ANGLESEY**

Councillors

Richard Dew  
Kenneth P Hughes  
Bryan Owen  
Robin Williams

John Griffith  
Richard O Jones  
Nicola Roberts

### **Substitutes**

#### **Gwynedd**

Councillor Elwyn Edwards

#### **Isle of Anglesey**

To be confirmed

# **A G E N D A**

## **1. ELECT CHAIR**

To elect a Chairman for 2017/18

## **2. ELECT VICE CHAIR**

To elect a Vice-chairman for 2017/18

## **3. APOLOGIES**

To receive any apologies for absence

## **4. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest.

## **5. URGENT BUSINESS**

To note any items that are a matter of urgency in the view of the Chairman for consideration.

## **6. MINUTES**

4 - 5

The Chairman shall propose that the minutes of the meeting of this committee held 24.6.2016 be signed as a true record.

## **7. JOINT PLANNING POLICY COMMITTEE FINAL ACCOUNTS AND ANNUAL GOVERNANCE STATEMENT**

6 - 18

To submit the Senior Finance Manager's Report (Gwynedd Council)

## **8. JOINT PLANNING POLICY COMMITTEE'S TERMS OF REFERENCE**

19 - 20

To submit the report of the Planning Manager (Policy) Anglesey and Gwynedd Joint Planning Policy Unit

# Agenda Item 6



## **JOINT LOCAL DEVELOPMENT PLAN**

### **Joint Planning Policy Committee**

**2.00pm, 24 June 2016**

**Isle of Anglesey County Council Chamber, Llangefni**

#### **Present:**

##### **Isle of Anglesey County Council**

Cllr. Richard Dew

Cllr. John Griffith

Cllr. John Arwel Roberts

##### **Gwynedd Council**

Cllr. Gwen Griffith

Cllr. Dafydd Meurig

Cllr. Dyfrig Jones

#### **Officers:**

Rhun ap Gareth

Senior Solicitor (GC)

Nia Haf Davies

Manager - JPPU

Gareth Jones

Senior Manager, Planning Service, Environment and Public Protection (GC)

Dylan Williams

Head of Regulatory and Economic Development (IACC)

WE Jones

Senior Finance Manager (GC)

Eirian Harris

Support Planning Assistant - JLDP

#### **Apologies:**

Cllr. John Brynmor Hughes (GC)

Cllr. Michael Sol Owen (GC) - Substitute

Cllr. John Pughe Roberts (GC)

**1. ELECTION OF CHAIRMAN FOR 2016 - 2017**

Cllr. Dafydd Meurig was elected Chairman of the Joint Planning Policy Committee and the Joint Local Development Plan Panel for the period 2016 - 2017.

**2. ELECTION OF VICE-CHAIRMAN FOR 2016-2017**

Cllr. Richard Dew was elected Vice-Chairman of the Joint Planning Policy Committee and the Joint Local Development Plan Panel for the period 2016-2017.

**3. APOLOGIES**

As noted.

**4. DECLARATION OF PERSONAL INTEREST**

No declarations of any personal interest were received.

**5. URGENT ITEMS**

No urgent items were received.

Dylan Williams was presented as the new Head of the Regulatory and Economic Development Department, following the retirement of Jim Woodcock. He gave an outline of some of the issues and projects that will need to be addressed in the coming months, these included placing the Isle of Anglesey County Council in a good position to be able to benefit from the transformational opportunities. Adopting the Plan would be an important step as well as reviewing the Supplementary Planning Guidance for the new Wylfa.

**6. MINUTES**

The minutes of the Committee that took place on 29 January 2016, were accepted as a true record and the Chairman signed these.

**7. ANNUAL GOVERNANCE STATEMENT FOR JOINT PLANNING POLICY COMMITTEE**

A report was presented by Gareth Jones which included the Governance Statement for the Joint Planning Policy Committee. It was a statutory requirement for such statements to be prepared. It was explained that the requirements of the Regulations had changed since last year. This meant that it would not be necessary to present the Statement to the Committee again during 2016-17, unless the Wales Audit Office recommended any amendments. The Statement was signed by the Chairman on behalf of the Joint Planning Policy Committee.

**8. FINAL ACCOUNTS OF JOINT PLANNING POLICY COMMITTEE (FOR THE YEAR ENDING 31/3/16)**

A report was presented by W E Jones in response to a statutory requirement under Section 12 of the Public Audit (Wales) Act 2004, to report specifically on accounting and audit of the Joint Committee's accounts.

It was explained that official forms had to be completed for the Wales Audit Office and these would be subject to a separate audit.

A copy of the forms were submitted in Appendices A & B. The appointed Auditor, namely Deloitte, (external auditors appointed by Gwynedd Council) would audit the information. It was explained to the Committee that there was no need to re-submit the report to the Joint Planning Policy Committee in September (prior to certification by the Auditor) due to a change in procedure, unless it would be necessary to draw the Committee's attention to the amendments recommended by the Appointed Auditor.

There were no enquiries regarding the accounts and the relevant documentation were signed by the Chairman on behalf of the Joint Planning Policy Committee.

# Agenda Item 7

MEETING	<b>Joint Planning Policy Committee (Isle of Anglesey County Council and Gwynedd Council)</b>
DATE	<b>28 June 2017</b>
TITLE	<b>The Joint Committee's Final Accounts for the year ended 31 March 2017</b>
PURPOSE	<b>To submit –</b> <ul style="list-style-type: none"><li>• <b>The Revenue Income and Expenditure Account Report for 2016/17, and</b></li><li>• <b>The Official Return on the Accounts, duly certified, but subject to Audit</b></li></ul>
ACTION	<b>To receive and approve the accounts</b>
AUTHOR	<b>Ffion Madog Evans, Senior Finance Manager, Gwynedd Council</b>

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## **1. STATUTORY FINANCIAL REPORTING REQUIREMENTS**

- 1.1 As reported in previous years, there are specific accounting and audit reporting requirements for Joint Committees.
- 1.2 Section 12 of the Public Audit (Wales) Act 2004 states that a joint committee of two or more (local) authorities is a local government body, and Section 13 of the Act requires such bodies to maintain accounts subject to audit by an external auditor approved by the Auditor General for Wales.
- 1.3 Although they are not independent legal entities, for the purposes of keeping accounts and being audited, a joint committee is separately subject to the same regulations as other local councils.
- 1.4 Gwynedd Council is the 'lead' Council responsible for meeting the accounting and financial reporting responsibilities of Anglesey and Gwynedd's Joint Planning Policy Committee.
- 1.5 The Accounts and Audit (Wales) Regulations 2014 require all Joint Committees to prepare year-end accounts. Where the turnover is less than £2.5m the joint committee is deemed to be a "small joint committee" and an annual return must be prepared in accordance with proper practices as stipulated by legislation.
- 1.6 That Annual Return will be subject to a separate audit by Gwynedd Council's external auditors.

## **2. ACCOUNTS FOR 2016/17**

- 2.1 The Revenue Income and Expenditure Account for 2016/17 is submitted herewith as Appendix A** in simple “outturn” format.
- 2.2 The Official Annual Return for 2016/17 (subject to audit) is submitted herewith as Appendix B, duly completed and certified, by the Responsible Financial Officer**, namely Gwynedd Council’s Head of Finance (Dafydd L Edwards) as the Statutory Finance Officer for the Joint Committee.
- 2.3 The accounts and return will be subject to imminent audit by Deloitte, Gwynedd Council’s external auditors appointed by the Auditor General for Wales. Should any amendments be necessary then a revised version will be presented to the Joint Committee meeting on 22 September 2017.
- 2.4 Following audit and following any required amendments, the Auditor General’s representative will certify the return prior to 30 September.

## **3. RECOMMENDATION**

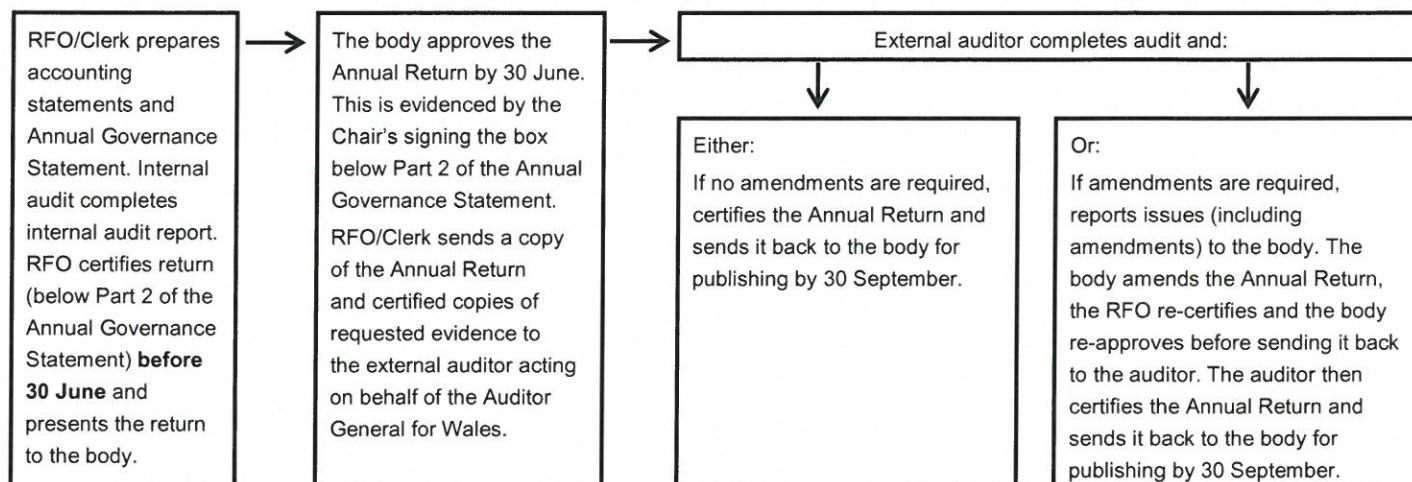
- 3.1 The Joint Planning Policy Committee is asked to receive and approve the information in the appendices, i.e. –**
  - Revenue Income and Expenditure Account for 2016/17 – Appendix A
  - Annual Return for the Year Ended 31 March 2017 (subject to Audit) – Appendix B

## Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2017

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

### The accounts and audit process

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 in red including both sections of the Annual Governance Statement.**

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

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

### Completion checklist

'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2017?	<input checked="" type="radio"/>	<input type="radio"/>
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	<input checked="" type="radio"/>	<input type="radio"/>
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	<input checked="" type="radio"/>	<input type="radio"/>
	Does the bank reconciliation as at 31 March 2017 agree to line 9?	<input checked="" type="radio"/>	<input type="radio"/>

<b>All sections</b>	Have all red boxes been completed and explanations provided where needed?	<input type="radio"/>	<input type="radio"/>
<b>Supporting evidence</b>	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.	<input type="radio"/>	<input type="radio"/>

# Accounting statements 2016-17 for:

Name of body: Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)

	Year ending		Notes and guidance for compilers
	31 March 2016 (£)	31 March 2017 (£)	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	195,140	127,000	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.
2. (+) Income from local taxation/levy	542,127	1,169,951	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
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.
4. (-) Staff costs	-436,704	-495,447	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	-173,563	-471,988	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	127,000	329,516	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	7,709	41,918	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	121,077	331,608	<b>All accounts:</b> 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.
10. (-) Creditors	-1,786	-44,010	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	127,000	329,516	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The <b>original</b> asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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).
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils), 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 2017, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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 Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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 Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

reporting and, if required, independent examination or audit.						
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\* 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:	PG Ref
	Yes	No*		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; or We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	<input checked="" type="radio"/>	<input type="radio"/>	Has registered as an employer and properly operates PAYE unless <b>all</b> of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	<input checked="" type="radio"/>	<input type="radio"/>	Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC.	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the code.	<input checked="" type="radio"/>	<input type="radio"/>	The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

\* Please delete as appropriate.

### Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) approval and certification

The Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) 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.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils), and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	<b>Approval by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) under minute reference:
RFO signature:  Name: <b>Dafydd L Edwards</b> Date: <b>15/06/17</b> <b>Statutory Finance Officer</b> <b>Gwynedd Council</b>	Chair signature: Name: Date:

### Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) re-approval and re-certification (only required if the annual return has been amended at audit)

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils), and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	<b>Approval by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) under minute reference:
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<b>RFO signature:</b>	<b>Chair signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

## 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 2017 of:

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### 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:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

**Name of body:** Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)

The Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)'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 2017.

The internal audit has been carried out in accordance with the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)'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 Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils).

	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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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**	
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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 Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) are included in my detailed report to the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

<b>Name of person who carried out the internal audit:</b> Luned Fôn Jones
<b>Signature of person who carried out the internal audit:</b> <i>Luned Fôn Jones</i>
<b>Date:</b> 08/06/2017



**JOINT PLANNING POLICY COMMITTEE  
(GWYNEDD AND ANGLESEY COUNCILS)**

**REVENUE INCOME AND EXPENDITURE ACCOUNT 2016/2017**

	Budget 2016/2017 £	Final Accounts 2016/2017 £	Variance Over/(Under)spend £
<b>Expenditure</b>			
Employees			
Salaries	490,630	472,950	(17,680)
Other Staff Costs	2,410	20,382	17,972
Liability Insurance	2,240	2,115	(125)
Property			
Maintenance of Burglar Alarms	0	148	148
Transport			
Pooled Cars	1,150	1,346	196
Travelling Expenses	10,890	1,034	(9,856)
Supplies and Services			
Unit Running Costs	5,950	4,050	(1,900)
Project Development Costs			
Printing and Publication Costs	35,000	14,811	(20,189)
Public Inspection	497,870	338,690	(159,180)
Research Costs	30,000	16,796	(13,204)
Marketing and Publicity	7,500	0	(7,500)
Translation	6,000	23,389	17,389
Hardware and Software purchase	1,500	2,683	1,183
Other	0	1,128	1,128
Central Support			
Central Recharges	65,790	67,913	2,123
<b>Total Expenditure</b>	<b>1,156,930</b>	<b>967,435</b>	<b>(189,495)</b>
<b>Income</b>			
Sales	0	(1,044)	(1,044)
Anglesey County Council Contribution	(578,465)	(483,195)	95,270
Gwynedd Council Contribution	(578,465)	(483,195)	95,270
Contribution from Joint Committee Reserves	0	0	0
<b>Total Income</b>	<b>(1,156,930)</b>	<b>(967,435)</b>	<b>189,495</b>
<b>Total Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

Balances/Earmarked Reserves 31/03/16:

(127,000)

Net Movement

(202,516)

**Balances/Earmarked Reserves 31/03/17:**

**(329,516)**

<b>MEETING</b>	<b>Joint Planning Policy Committee</b>
<b>DATE</b>	<b>28 June 2017</b>
<b>NAME</b>	<b>Joint Planning Policy Committee - Remit</b>
<b>PURPOSE</b>	<b>To inform the Committee about its roles</b>
<b>RECOMMENDATION</b>	<b>For information</b>
<b>AUTHOR</b>	<b>Planning Manager (Policy) Anglesey and Gwynedd Joint Planning Policy Unit</b>

## 1 Joint Planning Policy Committee - Remit

1.1 There is an Agreement between the Isle of Anglesey County Council and Gwynedd Council to provide and maintain a Joint Planning Policy Committee. The Agreement identifies specific functions for the Committee, which are as follows:

- (i) To advise upon the formulation of the Gwynedd and Môn Delivery Agreement, Strategic Options and Preferred Strategy.
- (ii) To agree and finalise the Gwynedd and Môn Deposit Local Development Plan.
- (iii) To formulate and consider Consultation Responses to the Deposit Local Development Plan
- (iv) To agree and finalise report on consultation responses and (where appropriate) amendments to the Gwynedd and Môn Deposit Local Development Plan.
- (v) To agree and finalise the Gwynedd and Môn Deposit Local Development Plan
- (vi) To receive and accept the Planning Inspector's Report.
- (vii) To have responsibility for the monitoring and review of the Local Development Plan for Gwynedd and Môn.
- (viii) To formulate Supplementary Planning Guidance in respect of an Adopted Local Development Plan for Gwynedd and Môn.
- (ix) To adopt Supplementary Planning Guidance in respect of an Adopted Local Development Plan for Gwynedd and Môn..
- (i) To have responsibility for advising on oversight and review of externally funded programmes not within the remit of the Committee but material to the work undertaken by or on behalf of the Committee and shared resources. This will include (but is not limited to) providing responses to Local Development plans in neighbouring Planning Authorities and consultation documents in respect of National Planning Policy and advice documents.
- (ii) To oversee and receive reports on the Joint Planning Policy Unit
- (i) To appoint any panel or working group in order to assist the Committee to fulfill its functions..

1.2 This next section provides useful information about the Committee:

- (i) The Committee has a total of 14 members, including the Chair and Vice Chair.

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- (ii) The two Authorities should appoint one member as a reserve in case a vacancy arises or an appointed member will not be able to attend but, otherwise, there shall be no substitute Members allowed.
- (iii) Each year, the Committee will hold an annual meeting with the first meeting held after each of the two Authorities themselves have held their annual meetings.
- (iv) These are the dates that have been set aside at the moment to hold a meeting of the Joint Planning Policy Committee:

DATE	TIME	LOCATION
28 June 2017 (the annual meeting)	2:00 – 4:00	Council Chamber, Llangefni
22 Septemeber 2017	1:00 – 4:00	Glyder Fawr, Caernarfon
10 November 2017	1:00 – 4:00	Committee Room 1) Llangefni
26 january 2018	9:00 – 12:00	Glyder Fawr, Caernarfon
9 March 2018	9:00 – 12:00	Committee Room 1) Llangefni

- (v) Four of the members will be required to have a quorum for a Meeting.
- (vi) The Chairman will chair the meeting and the Vice Chair will do so in his absence. If both are absent, the Committee will select another Member to chair.