

## AUDIT COMMITTEE MINUTES

## **Minutes** of the **Audit Committee** meeting held by video link at 7pm on 16<sup>th</sup> July 2024 in accordance with the: **Local Government and Elections (Wales) Act 2021**

**Present:** Councillors; David Evans (Chair), Janine Turner, Chris Parker, Rhys Jenkins.

Clerk to the Council: Leigh Smith

Apologies: None

Absent: Cllr Andrea James.

## A2024/046 Welcome and apologies for absence

The Chair welcomed members.

## A2024/047 Disclosures of personal and/or prejudicial interests

Cllr Janine Turner declared a personal interest with regards to agenda item 8 (Minute ref A2024/053) regarding 'the Pantry' being a volunteer.

Cllr Chris Parker declared a personal interest with regards to agenda item 8 (Minute ref A2024/053) regarding 'the Pantry' being a volunteer.

## A2024/048 Minutes of the Audit committee meeting held on 13th June 2024 *RESOLVED*

The minutes of the Audit committee meeting held on 13<sup>th</sup> June 2024 were approved as a true and accurate record.



## A2023/049 Public speaking

None

# A2024/050 Bank reconciliations and list of payments for Quarter 1, 2024/25 *RESOLVED*

To approve bank reconciliations and list of payments for Quarter 1, 2024/25

# A2024/051 Transfers between accounts for Quarter 1, 2024/25 *RESOLVED*

To approve transfers between accounts for Quarter 1, 2024/25

## A2024/052 Year to date spend v budget

Noted

# A2024/053 Pantry income and expenditure Noted

## A2024/054 Grant applications

## a) RECOMMENDED

To grant Llanharan Horticultural Society £750 to provide a contribution towards prize money for the annual show and to make the councils van available to assist in the setting up of the show.

Power: LGA 1972 S.137 (Power of last resort).

## b) RECOMMENDED

To grant Brynna Allotment Association £1,946.98 for replacement of the allotment shop roof.

Power: SHAA 1908 S.26(2) Allotments.

## c) RECOMMENDED

To grant the First Llanharan Rainbow Guides £100 to purchase achievement badges and certificates and to purchase plants and bulbs to be placed around the War Memorial and Church hall.

### Power: LGA 1972 S.137 (Power of last resort).



## d) RECOMMENDED

To grant the First Llanharan Brownies £500 towards general running costs. Specifically hall rent, achievement badges and materials for crafts etc... and to facilitate a trip.

Power: LGA 1972 S.137 (Power of last resort).

e)

## *i.* RECOMMENDED

To grant Llanharan Recreation Ground Trust £1,000 for a line marking machine

Power: LG (MP) A 1976. S.19(3) Recreational facilities.

## *ii.* **RECOMMENDED**

To make a virement of  $\pounds$ 5,680 from the council's general reserves to the general grant budget and to grant Llanharan Recreational Ground Trust  $\pounds$ 5,680 for new rugby posts and installation. The justification for exceeding the maximum of  $\pounds$ 2,000 allowable under the council's grant policy being the urgent requirement to replace the posts which are in an unsafe condition.

Power: LG (MP) A 1976. S.19(3) Recreational facilities.

## f) RECOMMENDED

To grant Bryncae Football Club (Seniors) £499 for general running costs including training equipment, playing kit and first aid kit.

### Power: LGA 1972 S.137 (Power of last resort).

## g) RECOMMENDED

To grant the 1<sup>st</sup> Brynna Rainbow Guides - £92 to purchase brightly coloured neckerchiefs to facilitate safety on large trips.

Power: LGA 1972 S.137 (Power of last resort).

## h) RECOMMENDED

To grant the 1st Brynna Brownies - £100 to purchase brightly coloured neckerchiefs to facilitate safety on large trips. *Power: LGA 1972 S.137 (Power of last resort).* 



## A2024/055 Motion to vary the order of items considered on the agenda. *RESOLVED*

To vary the order in which items are considered from that published on the agenda, item 12 to be considered as the next item of business.

# A2024/056 Amendment of the conditions under which payment of the grant awarded to Llanharan Football Club in January 2024 can be made.

## RECOMMENDED

To change the terms of the grant awarded to (but not paid to) Llanharan Football Club in January 2024 (Minute ref 2024/015) to allow the grant of £495 to be paid without providing the receipt evidencing the spend from the grant awarded the year before.

## A2024/057 LCDP presentation

Noted

## A2024/058 LCDP grant application

## RECOMMENDED

To grant LCDP £25,000 for the following:

To support the wages of the Community café cook for 30 hours per week and To fund the free 'Happy Dayz' mental health & wellbeing support group to operate on the terms described in the application. The grant being made on condition that any advertising or publicity for the Happy Dayz group includes the phrase, "Funded by Llanharan Community Council".

A2024/059 Councils General Grant policy and revised application form

## a) **RECOMMENDED**

To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.

## b) RECOMMENDED

To adopt the draft general grants policy presented with the following amendments:

- a) 2.3 Remove wording in red.
- b) 2.13 Remove the word 'Wages'
- c) 3.6 Delete the first paragraph and adopt the text in the second paragraph.



- d) 4.4 change the wording to allow drawdown of funds within 12 months of award and 12 months to comply with any conditions.
- e) 4.8 Delete the first paragraph and adopt the text in the second paragraph allowing retrospective applications.
- f) 4.11 Reword to explicitly allude to clauses 4.4 and 4.7
- g) 5.1.1.3 Change to 5 years.

## 2024/060 Urgent information or items suggested for a future agenda

None

There being no further business the meeting closed at 9.30pm

The next scheduled meeting of the Audit Committee will be held on 15<sup>th</sup> October 2024

Cllr. David Evans Chair of the Audit Committee



## AUDIT COMMITTEE MINUTES

## **Minutes** of the **Audit Committee** meeting held by video link at 7pm on 13<sup>th</sup> June 2024 in accordance with the: **Local Government and Elections (Wales) Act 2021**

**Present:** Councillors; Janine Turner (Chair), Chris Parker, Andrea James, Rhys Jenkins.

Clerk to the Council: Leigh Smith

Deputy Clerk/RFO: Lisa Phillips

Apologies: Cllr David Evans.

Absent: None.

## A2024/034 Welcome and apologies for absence

The Chair welcomed members.

## A2024/035 Disclosures of personal and/or prejudicial interests

Cllr Janine Turner declared a personal interest with regards to those aspects of agenda item 7 (Minute ref 2024/041 k) regarding 'the Pantry' being a volunteer.

Cllr Chris Parker declared a personal interest with regards to those aspects of agenda item 7 (Minute ref 2024/041 k) regarding 'the Pantry' being a volunteer.

Cllr Andrea James declared a personal interest with regards to those aspects of agenda item 7 (Minute ref2024/041 k) regarding 'the Pantry' being a volunteer.



## A2024/036 Minutes of the Audit committee meeting held on 16th April 2023. RESOLVED

The minutes of the Audit committee meeting held on 16<sup>th</sup> April 2024 were approved as a true and accurate record.

## A2024/037 Matters arising

None.

## A2023/038 Public speaking

None

## A2024/039 Motion to vary the order of items considered on the agenda. RESOLVED

To vary the order in which items are considered from that published on the agenda. 8 then 7

## A2024/040 To consider information relating to a previously awarded grant and next steps.

## RECOMMENDED

That the Clerk contact Brynna Football Club (Seniors) to request repayment of £1,000 granted in October 2023. The Club having declined to provide further information requested in relation to a second bank account that was not declared at the time of the application.

## A2024/041 Recommendations of the internal audit 2023/24 (Excluding **Recommendation 5 of the report)**

## RECOMMENDED

- a) To accept recommendation 1 of the audit report and for the officers to make the necessary alterations to the Standing Orders and Financial Regulations.
- b) To accept recommendation 2 of the audit report and for the officers to list the statutory power used in relation to any grants or donations awarded on the minutes of any meeting where such a grant or donation is made.
- c) To accept recommendation 3 of the audit report and for the officers to include the total amount of payments made in the minutes of the meeting where payments are approved.



- *d*) To accept recommendation 4 of the audit report and for the officers to ensure all individual resolutions have their own unique reference in the minutes of any meeting.
- e) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.
- *f*) To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.
- g) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice. Note that the Vexatious Complaints Policy and Investment Policy has already been resolved and is published.
- h) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Councl is noncompliant for further consideration.
- i) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.
- *j)* To note recommendation 11 of the audit report but to continue in its current method of using EMR's to manage its CIL funds. To accept the recommendation regarding the requirement to secure the entirety of a project's funding prior to any expenditure against that project being made, including project phasing to obfuscate the total cost of a project and for the officers to alter the Councils grant policy and application forms accordingly.



- *k*) To note recommendation 12 of the audit report but to continue in its current method of managing the Llanharan Pantry.
- I) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.
- m) To accept recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 8) of the audit report and for the officers to make amendments to the asset register as described in the report.
- n) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.

## A2024/042 Exclude the press and public.

### RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to the following item of business, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## A2024/043 Recommendation 5 of the internal audit 2023/24

### RECOMMENDED

To accept the general recommendation 5 of the internal audit as set out in the confidential report 'Appendix B' provided by the auditor, with some alterations. This matter having already been resolved, see minute reference 2024/105.

# A2024/044 Annual Return of Accounts and Annual Governance Statement (AGAR)

## RECOMMENDED

To approve the Annual Governance and Accountability Return (AGAR) subject to Full Council being presented with the variance document.



## A2024/045 Urgent information or items suggested for a future agenda

None

There being no further business the meeting closed at 9pm

The next scheduled meeting of the Audit Committee will be held on 16<sup>th</sup> July 2024

Cllr. Janine Turner

Deputy Chair of the Audit Committee

Date:14/05/2024

Signatory 2:

#### Time: 10:25

#### Llanharan Community Council

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## Bank Reconciliation Statement as at 30/04/2024 for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	30/04/2024		500.00
Businesss Premium A/c	30/04/2024		344,826.93
		—	345,326.93
Unpresented Payments (Minus)	_	Amount	
		0.00	
			0.00
			345,326.93
Unpresented Receipts (Plus)			
		0.00	
			0.00
			345,326.93
	Balance pe	er Cash Book is :-	345,326.93

Name ......Date .....

Time: 10:25

#### Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/04/2024	BACS	875.00		875.00		R	JB Director's Trust
02/04/2024	BACS	2,360.40		2,360.40		R 📕	RCT
02/04/2024	Plot41 BR		26.00	26.00		R	Receipt(s) Banked
03/04/2024	DDR	413.57		413.57		R 📕	SSE Electric
03/04/2024	Allot		26.00	26.00		R	Receipt(s) Banked
03/04/2024	ROW		1,330.00	1,330.00		R 📕	Receipt(s) Banked
04/04/2024	BACS	65.00		65.00		R 📕	FareShare Cymru
04/04/2024	BACS	28.99		28.99		R 📕	Leigh Smith
04/04/2024	BACS	362.40		362.40		R 📕	Rialtos
08/04/2024	DDR	9.15		9.15		R	Tesco Mobile phone
08/04/2024	DIRECT	32.37		32.37		R 📕	Barclays Bank
08/04/2024	BACS	1,357.66		1,357.66		R 📕	HMRC NI & Tax
08/04/2024	BACS	1,129.13		1,129.13		R 📕	Nationwide Sureties
08/04/2024	BACS	3.10		3.10		R 📕	Clarity Copiers
08/04/2024	Loyalty		7.32	7.32		R	Receipt(s) Banked
09/04/2024	Allot		23.83	23.83		R 📕	Receipt(s) Banked
12/04/2024	VAT Q4		3,536.23	3,536.23		R 📕	Receipt(s) Banked
15/04/2024	BACS	770.00		770.00		R 📕	Chris Evans
15/04/2024	BACS	868.00		868.00		R 📕	Rialtos
16/04/2024	DDR	500.58		500.58		R 📕	ARVAL
16/04/2024	Allot		56.00	56.00		R 📕	Receipt(s) Banked
23/04/2024	DDR	140.13		140.13		R 📕	<b>BNP</b> Paribas Printer
24/04/2024	PS3078786	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
26/04/2024	BACS	1,557.30		1,557.30		R	RCT Pension Payment
26/04/2024	BACS	4,993.54		4,993.54		R 📕	STAFF SALARIES
26/04/2024	BACS	9,019.78		9,019.78		R 📕	Brynna Community Centre
29/04/2024	BcardApr24	899.75		899.75		R 📕	Barclaycard
30/04/2024	Precept		271,893.53	271,893.53		R	Receipt(s) Banked
		75,385.85	276,898.91				

## Signatory 1:

Name	.Signed	.Date
Signatory 2:		
Name	.Signed	.Date

Time: 13:50

#### Llanharan Community Council

## Bank Reconciliation Statement as at 31/05/2024 for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	31/05/2024		500.00
Businesss Premium A/c	31/05/2024		300,922.90
		—	301,422.90
Unpresented Payments (Minus)		Amount	
		0.00	
		_	0.00
			301,422.90
Unpresented Receipts (Plus)			
		0.00	
			0.00
			301,422.90
	Balan	ce per Cash Book is :-	301,422.90
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
		Date	

Time: 13:50

User: OFFICE

#### Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/04/2024	BACS	128.85		128.85		R 📕	SSE Electric
22/04/2024	BACS	52.00		52.00		R 📕	RS
02/05/2024	Precept	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
03/05/2024	Precept 24	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
03/05/2024	DDR	259.78		259.78		R	SSE Electric
03/05/2024	Pantry		297.91	297.91		R	Receipt(s) Banked
07/05/2024	DIRECT	17.18		17.18		R 📕	Barclays Bank
07/05/2024	Precept	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
07/05/2024	13/3-14/4		2.76	2.76		R 📕	Receipt(s) Banked
08/05/2024	Precept	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
08/05/2024	DDR	9.87		9.87		R 📕	Tesco Mobile phones x 3
09/05/2024	BACS	1,500.00		1,500.00		R 📕	Dolau Primary School PTA
09/05/2024	BACS	385.00		385.00		R 📕	Chris Evans
09/05/2024	Precept	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
10/05/2024	BACS	65.00		65.00		R 📕	FareShare Cymru
14/05/2024	BACS	192.00		192.00		R 📕	Brynna Cleaning
14/05/2024	BACS	17,022.11		17,022.11		R 📕	Brynna Community Centre
14/05/2024	BACS	6.41		6.41		R	Clarity Copiers
15/05/2024	DDR	500.58		500.58		R	ARVAL
16/05/2024	BACS	173.60		173.60		R 📕	Rialtos
16/05/2024	BACS	66.58		66.58		R 📕	SSE Electric
20/05/2024	Precept 24		296,947.34	296,947.34		R 📕	Receipt(s) Banked
20/05/2024	Code error		-296,947.34	-296,947.34		R 📕	Receipt(s) Banked
20/05/2024	CIL 24/25		296,947.34	296,947.34		R 📕	Receipt(s) Banked
22/05/2024	BACS	156.00		156.00		R 📕	RCT
22/05/2024	BACS	500.00		500.00		R 📕	RJ
22/05/2024	BACS	52.00		52.00		R 📕	RJ
22/05/2024	BACS	156.00		156.00		R 📕	RJ
22/05/2024	BACS	52.00		52.00		R 📕	HD
22/05/2024	BACS	156.00		156.00		R 📕	HD
22/05/2024	BACS	156.00		156.00		R 📕	MS
22/05/2024	BACS	52.00		52.00		R 📕	MS
22/05/2024	BACS	156.00		156.00		R	JM
22/05/2024	BACS	52.00		52.00		R 📕	JM
22/05/2024	BACS	156.00		156.00		R 📕	NF
22/05/2024	BACS	52.00		52.00		R	NF
22/05/2024	BACS	52.00		52.00		R 📕	DE
22/05/2024	BACS	156.00		156.00		R 📕	DE
22/05/2024	BACS	200.00		200.00		R 📕	Wales Audit Office
23/05/2024	CIL24	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
24/05/2024	P41BR bond		23.83	23.83		R 📕	Receipt(s) Banked
28/05/2024	BACS	1,635.13		1,635.13		R 📕	RCT Pension Payment
28/05/2024	BACS	5,197.42		5,197.42		R	STAFF SALARIES
28/05/2024	May24	1,260.06		1,260.06		R 📕	Barclaycard
31/05/2024	BACS	52.00		52.00		R 📕	Janine Turner
31/05/2024	BACS	156.00		156.00		R 📕	Janine Turner
31/05/2024	BACS	10,392.30		10,392.30		R 📕	Festive Lighting

Date:	10/06/2024
Duic.	10/00/2024

Time: 13:50

## Llanharan Community Council

User: OFFICE

#### Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
		341,175.87	297,271.84				
Sig	gnatory 1:						
Na	ime		Sign	ed			Date
Sic	gnatory 2:						
JI	5 5						

Time: 14:19

#### Llanharan Community Council

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## Bank Reconciliation Statement as at 30/06/2024 for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	30/06/2024		500.00
Businesss Premium A/c	30/06/2024		86,917.58
			87,417.58
Unpresented Payments (Minus)	_	Amount	
		0.00	
			0.00
			87,417.58
Jnpresented Receipts (Plus)			
		0.00	
		_	0.00
			87,417.58
	Balance pe	er Cash Book is :-	87,417.58
		Difference is :-	0.00

#### Date: 08/07/2024

Time: 14:19

#### Llanharan Community Council

#### Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current and Premium Bank A/c

06/06/2024       CIL 24       50,000.00       50,000.00       R       Public Sector Deposit Fund         07/06/2024       BACS       156.00       156.00       R       CP         07/06/2024       BACS       52.00       52.00       R       CP         07/06/2024       BACS       1,860.00       1,860.00       R       CP         07/06/2024       BACS       1,860.00       1,860.00       R       Receipt(s) Banked         07/06/2024       BR 36       39.00       39.00       R       Receipt(s) Banked         10/06/2024       DR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       7.00       7.00       R       HM Land Registery         12/06/2024       BACS       5.00       5.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       RCT         17/06/2024       BACS       1,500.00       1,500.00       R       DE         24/06/2024       BACS       1,611.00       1,641.00       R       One Voice Wales         24/06/2024       BACS       1,641.00       1,640       R       Receipt(s) Banked         25/06/2024	Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2024         DDR         236.91         236.91         R         SSE Electric           03/06/2024         GL24 2/4         50.000.00         50.000.00         R         Public Sector Deposit Fund           03/06/2024         MARR/2JUIN         519.59         519.59         R         Receipt(s) Banked           04/06/2024         CIL24 3/4         50.000.00         50.000.00         R         Public Sector Deposit Fund           04/06/2024         Loyalty         1.54         1.54         R         Receipt(s) Banked           04/06/2024         Rebate         227.30         227.30         R         Receipt(s) Banked           05/06/2024         BACS         156.00         T56.00         R         GH           05/06/2024         BACS         50.00         50.000.00         R         Public Sector Deposit Fund           05/06/2024         BACS         50.00         65.00         R         FareShare Cymru           05/06/2024         BACS         166.00         R         Combined Playground Services           06/06/2024         BACS         1.860.00         1.860.00         R         CP           07/06/2024         BACS         1.860.00         1.860.00         R         Jeremy Widdas	28/05/2024	CREDITCARD	19.47		19.47		R 📕	Connected Kerb
03/06/2024       CIL24 2/4       50,000.00       50,000.00       R       Public Sector Deposit Fund         03/06/2024       MMAR/2,JUN       519.59       519.59       R       Receipt(s) Banked         04/06/2024       DIRECT       13.13       13.13       R       Barclays Bank         04/06/2024       CIL24 3/4       50,000.00       R       Public Sector Deposit Fund         04/06/2024       Rebate       227.30       227.30       R       Receipt(s) Banked         04/06/2024       Rebate       227.30       227.30       R       Receipt(s) Banked         05/06/2024       BACS       156.00       156.00       R       GH         05/06/2024       BACS       52.00       52.00       R       GH         05/06/2024       BACS       160.00       160.00       R       Cambined Playground Services         05/06/2024       BACS       166.00       156.00       R       CP         07/06/2024       BACS       156.00       156.00       R       CP         07/06/2024       BACS       166.00       R       CP       C         07/06/2024       BACS       7.00       7.00       R       HM Land Registery         10	28/05/2024	CREDITCARD	-19.47		-19.47		R 📕	Connected Kerb
03/06/2024       4MAR/2JUN       519.59       519.59       R       Receipt(s) Banked         04/06/2024       DIRECT       13.13       13.13       R       Barclays Bank         04/06/2024       L124 3/4       50,000.00       50,000.00       R       Public Sector Deposit Fund         04/06/2024       Loyalty       1.54       1.54       R       Receipt(s) Banked         04/06/2024       BACS       156.00       R       Receipt(s) Banked         05/06/2024       BACS       52.00       S2.00       R       GH         05/06/2024       BACS       50.00       65.00       R       FareShare Cymru         05/06/2024       BACS       160.00       R       Public Sector Deposit Fund         05/06/2024       BACS       160.00       160.00       R       Combined Playground Services         06/06/2024       BACS       186.00       156.00       R       Public Sector Deposit Fund         07/06/2024       BACS       186.00       1.66.00       R       Public Sector Deposit Fund         07/06/2024       BACS       1.860.00       1.660.00       R       Peremy Widdas         07/06/2024       BACS       1.860.00       1.660.00       R       Per	03/06/2024	DDR	236.91		236.91		R 📕	SSE Electric
04/06/2024         DIRECT         13.13         13.13         R         Barclays Bank           04/06/2024         CIL24 3/4         50,000.00         50,000.00         R         Public Sector Deposit Fund           04/06/2024         Loyaliy         1.54         1.54         R         Receipt(s) Banked           04/06/2024         Rebate         227.30         227.30         R         Receipt(s) Banked           05/06/2024         BACS         156.00         R         GH         505/06/2024           05/06/2024         BACS         52.00         52.00         R         GH           05/06/2024         BACS         16.00         65.00         R         Public Sector Deposit Fund           05/06/2024         BACS         16.00         50,000.00         R         Public Sector Deposit Fund           05/06/2024         BACS         16.00         160.00         R         CP           07/06/2024         BACS         156.00         156.00         R         CP           07/06/2024         BACS         1,860.00         R         R         Greeipt(s) Banked           10/06/2024         BACS         1,860.00         R         S         S           10/06/2024	03/06/2024	CIL24 2/4	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
04/06/2024         CIL24 3/4         50,000.00         50,000.00         R         Public Sector Deposit Fund           04/06/2024         Loyalty         1.54         1.54         R         Receipt(s) Banked           04/06/2024         Rebate         227.30         227.30         R         Receipt(s) Banked           05/06/2024         BACS         156.00         R         GH           05/06/2024         BACS         52.00         52.00         R         GH           05/06/2024         BACS         65.00         65.00         R         Public Sector Deposit Fund           05/06/2024         BACS         65.00         65.00         R         Public Sector Deposit Fund           05/06/2024         BACS         160.00         T60.00         R         Public Sector Deposit Fund           05/06/2024         BACS         160.00         T60.00         R         Public Sector Deposit Fund           07/06/2024         BACS         156.00         156.00         R         CP           07/06/2024         BACS         1,860.00         1,860.00         R         CP           07/06/2024         BACS         7.00         7.00         R         HM Land Registery           12/0	03/06/2024	4MAR/2JUN		519.59	519.59		R 📕	Receipt(s) Banked
04/06/2024       Loyalty       1.54       1.54       R       Receipt(s) Banked         04/06/2024       Rebate       227.30       227.30       R       Receipt(s) Banked         05/06/2024       BACS       156.00       R       GH         05/06/2024       BACS       52.00       52.00       R       GH         05/06/2024       BACS       52.00       52.00       R       GH         05/06/2024       BACS       65.00       65.00       R       FareShare Cymru         05/06/2024       BACS       160.00       R       Combined Playground Services         05/06/2024       BACS       156.00       R       CP         05/06/2024       BACS       156.00       R       CP         05/06/2024       BACS       156.00       R       CP         07/06/2024       BACS       156.00       R       CP         07/06/2024       BACS       1,860.00       1,860.00       R       Greenty Widdas         07/06/2024       BACS       7.00       7.00       R       HM Land Registery         12/06/2024       BACS       1,056.00       1,056.00       R       DS         12/06/2024       BACS	04/06/2024	DIRECT	13.13		13.13		R 📕	Barclays Bank
D4/06/2024         Rebate         227.30         227.30         R         Receipt(S) Banked           D5/06/2024         BACS         156.00         156.00         R         GH           D5/06/2024         BACS         52.00         52.00         R         GH           D5/06/2024         BACS         52.00         50.000.00         R         Public Sector Deposit Fund           D5/06/2024         BACS         65.00         65.00         R         FareShare Cymru           D5/06/2024         BACS         160.00         160.00         R         Combined Playground Services           D5/06/2024         BACS         156.00         D50.000.00         R         Public Sector Deposit Fund           D7/06/2024         BACS         156.00         R         CP           D7/06/2024         BACS         1,860.00         R         Public Sector Deposit Fund           D7/06/2024         BACS         1,860.00         R         CP           D7/06/2024         BACS         7.00         R         R         Receipt(S) Banked           D7/06/2024         BACS         7.00         7.00         R         HM Land Registery           D7/06/2024         BACS         1,056.00	04/06/2024	CIL24 3/4	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
D5/06/2024       BACS       156.00       156.00       R       GH         D5/06/2024       BACS       52.00       52.00       R       GH         D5/06/2024       CII 24 4/4       50.000.00       50.000.00       R       Public Sector Deposit Fund         D5/06/2024       BACS       65.00       65.00       R       FareShare Cymru         D5/06/2024       BACS       160.00       R       Combined Playground Services         D6/06/2024       BACS       156.00       156.00       R       Combined Playground Services         D6/06/2024       BACS       156.00       156.00       R       CP         D7/06/2024       BACS       156.00       1,860.00       R       CP         D7/06/2024       BACS       1,860.00       1,860.00       R       CP         D7/06/2024       BACS       7,00       R       Tesco Mobile phones x 3         D7/06/2024       BACS       7,00       R       HM Land Registery         D1/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       1,500.00 </td <td>04/06/2024</td> <td>Loyalty</td> <td></td> <td>1.54</td> <td>1.54</td> <td></td> <td>R 📕</td> <td>Receipt(s) Banked</td>	04/06/2024	Loyalty		1.54	1.54		R 📕	Receipt(s) Banked
b5/b6/2024       BACS       52.00       52.00       R       GH         b5/b6/2024       CII 24 4/4       50.000.00       50,000.00       R       Public Sector Deposit Fund         b5/b6/2024       BACS       65.00       65.00       R       FareShare Cymru         b5/b6/2024       BACS       160.00       160.00       R       Combined Playground Services         b6/b6/2024       CIL 24       50,000.00       50,000.00       R       Public Sector Deposit Fund         b7/b6/2024       BACS       156.00       156.00       R       CP         b7/b6/2024       BACS       1,860.00       1,860.00       R       CP         b7/b6/2024       BACS       1,860.00       1,860.00       R       CP         b7/b6/2024       BACS       1,860.00       1,860.00       R       Receipt(s) Banked         b0/b6/2024       BACS       1,860.00       1,056.00       R       Tesco Mobile phones x 3         b1/b6/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         b1/b6/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         b1/b6/2024       BACS       1,050.00       S       S       DS	04/06/2024	Rebate		227.30	227.30		R 📕	Receipt(s) Banked
D5/06/2024       CII 24 4/4       50,000.00       50,000.00       R       Public Sector Deposit Fund         D5/06/2024       BACS       65.00       65.00       R       FareShare Cymru         D5/06/2024       BACS       160.00       160.00       R       Combined Playground Services         D6/06/2024       CIL 24       50,000.00       50,000.00       R       Public Sector Deposit Fund         D7/06/2024       BACS       156.00       156.00       R       CP         D7/06/2024       BACS       1,860.00       1,860.00       R       CP         D7/06/2024       BACS       1,860.00       1,860.00       R       CP         D7/06/2024       BACS       1,860.00       1,860.00       R       Receipt(s) Banked         D0/06/2024       DDR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       R         12/06/2024       BACS       1,056.00       R       Brynna Cleaning         12/06/2024       BACS       1,500.00       1,050.00       R       Brynna Cleaning	05/06/2024	BACS	156.00		156.00		R 📕	GH
b5/b6/2024       BACS       65.00       65.00       R       FareShare Cymru         05/b6/2024       BACS       160.00       160.00       R       Combined Playground Services         06/b6/2024       ClL 24       50,000.00       50,000.00       R       Public Sector Deposit Fund         07/b6/2024       BACS       156.00       156.00       R       CP         07/b6/2024       BACS       1860.00       1,860.00       R       CP         07/b6/2024       BACS       1,860.00       1,860.00       R       Gereint(S) Banked         07/b6/2024       BACS       1,860.00       1,860.00       R       Receipt(S) Banked         01/b6/2024       BACS       1,860.00       1,860.00       R       Receipt(S) Banked         01/b6/2024       BACS       1,860.00       1,860.00       R       Receipt(S) Banked         10/b6/2024       BACS       7.00       R       HM Land Registery       1         12/b6/2024       BACS       5.00       5.00       R       D3SIGNS         12/b6/2024       BACS       192.00       192.00       R       Brynna Cleaning         24/b6/2024       BACS       1,500.00       1,500.00       R       DE <td>05/06/2024</td> <td>BACS</td> <td>52.00</td> <td></td> <td>52.00</td> <td></td> <td>R 📕</td> <td>GH</td>	05/06/2024	BACS	52.00		52.00		R 📕	GH
55/06/2024       BACS       160.00       R       Combined Playground Services         56/06/2024       ClL 24       50,000.00       F       Public Sector Deposit Fund         77/06/2024       BACS       156.00       R       CP         77/06/2024       BACS       186.00       156.00       R       CP         77/06/2024       BACS       1,860.00       1,860.00       R       CP         77/06/2024       BACS       1,860.00       1,860.00       R       CP         77/06/2024       BACS       1,860.00       1,860.00       R       Geremy Widdas         77/06/2024       BACS       1,056.00       R       Tesco Mobile phones x 3         12/06/2024       BACS       1,056.00       R       D3SIGNS         12/06/2024       BACS       1,056.00       R       D3SIGNS         12/06/2024       BACS       1,050.00       R       RCT         17/06/2024       BACS       192.00       192.00       R       Brynna Cleaning         24/06/2024       BACS       1,500.00       1,500.00       R       DE         24/06/2024       BACS       1,641.00       R       One Voice Wales         25/06/2024 <td< td=""><td>)5/06/2024</td><td>CII 24 4/4</td><td>50,000.00</td><td></td><td>50,000.00</td><td></td><td>R 📕</td><td>Public Sector Deposit Fund</td></td<>	)5/06/2024	CII 24 4/4	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
06/06/2024       CIL 24       50,000.00       50,000.00       R       Public Sector Deposit Fund         07/06/2024       BACS       156.00       156.00       R       CP         07/06/2024       BACS       52.00       52.00       R       CP         07/06/2024       BACS       1,860.00       1,860.00       R       Jeremy Widdas         07/06/2024       BACS       1,860.00       1,860.00       R       Jeremy Widdas         07/06/2024       BR 36       39.00       39.00       R       Receipt(s) Banked         10/06/2024       DR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       500.58       500.58       R       ARVAL         17/06/2024       BACS       192.00       192.00       R       Brynna Cleaning         24/06/2024       BACS       1,500.00       1,500.00       R       DE         24/06/2024       BACS       1,641.00       R       One Voice Wales         24/06/2024       BACS       1,641.00       R       Receipt(s) Banked         25/06/2024       PR	05/06/2024	BACS	65.00		65.00		R 📕	FareShare Cymru
D7/06/2024       BACS       156.00       156.00       R       CP         D7/06/2024       BACS       52.00       52.00       R       CP         D7/06/2024       BACS       1,860.00       1,860.00       R       Jeremy Widdas         D7/06/2024       BACS       1,860.00       1,860.00       R       Jeremy Widdas         D7/06/2024       BACS       1,860.00       1,860.00       R       Receipt(s) Banked         D0/06/2024       DDR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       7.00       7.00       R       HM Land Registery         12/06/2024       BACS       5.00       5.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       5.00.58       500.58       R       ARVAL         12/06/2024       BACS       1,500.00       1,500.00       R       Brynna Cleaning         24/06/2024       BACS       1,641.00       1,641.00       R       One Voice Wales         24/06/2024       BACS       1,641.00       1,600       R       Receipt(s) Banked         25/06/2024	05/06/2024	BACS	160.00		160.00		R 📕	Combined Playground Services
D7/06/2024       BACS       52.00       52.00       R       CP         D7/06/2024       BACS       1,860.00       1,860.00       R       Jeremy Widdas         D7/06/2024       BR 36       39.00       39.00       R       Receipt(s) Banked         D0/06/2024       DDR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       7.00       R       HM Land Registery         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       R       RCT         12/06/2024       BACS       5.00       5.00       R       R       RCT         12/06/2024       BACS       500.58       S00.58       R       ARVAL         12/06/2024       BACS       1,500.00       1,500.00       R       Brynna Cleaning         12/06/2024       BACS       30.47       30.47       R       Welsh Water         12/06/2024       BACS       1,641.00       1,641.00       R       Receipt(s) Banked         12/06/2024       PR       16.00       16.00       R       Barclaycard         12/06/2024	06/06/2024	CIL 24	50,000.00		50,000.00		R 📕	Public Sector Deposit Fund
D7/06/2024       BACS       1,860.00       1,860.00       R       Jeremy Widdas         D7/06/2024       BR 36       39.00       39.00       R       Receipt(s) Banked         10/06/2024       DDR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       7.00       7.00       R       HM Land Registery         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       5.00       5.00       R       BCT         12/06/2024       BACS       5.00.00       1,500.00       R       Brynna Cleaning         12/06/2024       BACS       1,500.00       1,641.00       R       DE         24/06/2024       BACS       1,641.00       1,641.00       R       Receipt(s) Banked         24/06/2024       Party       318.25       R       Receipt(s) Banked       R         27/06/2024       BACS	07/06/2024	BACS	156.00		156.00		R 📕	CP
77/06/2024       BR 36       39.00       39.00       R       Receipt(s) Banked         0/06/2024       DDR       9.87       R       Tesco Mobile phones x 3         2/06/2024       BACS       7.00       7.00       R       HM Land Registery         2/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         2/06/2024       BACS       5.00       5.00       R       D3SIGNS         2/06/2024       BACS       5.00       5.00       R       RCT         7/06/2024       BACS       500.58       S       R       ARVAL         7/06/2024       BACS       1,500.00       1,500.00       R       Brynna Cleaning         24/06/2024       BACS       1,610.00       1,641.00       R       DE         24/06/2024       BACS       1,641.00       1,641.00       R       Receipt(s) Banked         25/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         27/06/2024       BACS       1,596.21       1,596.21       Receipt(s) Banked         28/06/2024       BACS       1,596.21       1,596.21       R       Barclaycard         28/06/2024       BACS       5,095.	7/06/2024	BACS	52.00		52.00		R 📕	CP
10/06/2024       DDR       9.87       9.87       R       Tesco Mobile phones x 3         12/06/2024       BACS       7.00       R       HM Land Registery         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       500.58       S       R       ARVAL         12/06/2024       BACS       500.58       S       R       ARVAL         12/06/2024       BACS       192.00       192.00       R       Brynna Cleaning         12/06/2024       BACS       1,500.00       1,500.00       R       DE         12/06/2024       BACS       30.47       30.47       R       Welsh Water         12/06/2024       BACS       1,641.00       1,641.00       R       One Voice Wales         12/06/2024       BACS       1,641.00       16.00       R       Receipt(S) Banked         12/06/2024       Pantry       318.25       318.25       R       Receipt(S) Banked         12/06/2024       BACS       1,596.21       1,596.21       R       Barclaycard         12/06/2024       BACS       5	)7/06/2024	BACS	1,860.00		1,860.00		R 📕	Jeremy Widdas
12/06/2024       BACS       7.00       R       HM Land Registery         12/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       5.00       5.00       R       RCT         12/06/2024       BACS       5.00       5.00       R       RCT         17/06/2024       BACS       500.58       S       Brynna Cleaning         17/06/2024       BACS       1,500.00       1,500.00       R       Brynna Cleaning         24/06/2024       BACS       3.0.47       30.47       R       Welsh Water         24/06/2024       BACS       1,641.00       R       One Voice Wales         24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	07/06/2024	BR 36		39.00	39.00		R 📕	Receipt(s) Banked
2/06/2024       BACS       1,056.00       1,056.00       R       D3SIGNS         2/06/2024       BACS       5.00       5.00       R       RCT         7/06/2024       BACS       500.58       S       R       ARVAL         7/06/2024       BACS       192.00       192.00       R       Brynna Cleaning         2/06/2024       BACS       1,500.00       1,500.00       R       DE         2/06/2024       BACS       30.47       30.47       R       Welsh Water         2/06/2024       BACS       1,641.00       1,641.00       R       One Voice Wales         2/06/2024       BACS       1,641.00       1,641.00       R       Receipt(s) Banked         2/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         2/06/2024       Pantry       16.00       16.00       R       Baccaycard         2/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         2/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	0/06/2024	DDR	9.87		9.87		R 📕	Tesco Mobile phones x 3
22/06/2024       BACS       5.00       S       S.00       R       RCT         17/06/2024       BACS       500.58       R       ARVAL         17/06/2024       BACS       192.00       R       Brynna Cleaning         17/06/2024       BACS       192.00       R       Brynna Cleaning         24/06/2024       BACS       1,500.00       1,500.00       R       DE         24/06/2024       BACS       30.47       30.47       R       Welsh Water         24/06/2024       BACS       1,641.00       R       One Voice Wales         24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       Barclaycard         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	2/06/2024	BACS	7.00		7.00		R 📕	HM Land Registery
17/06/2024       BACS       500.58       R       ARVAL         17/06/2024       BACS       192.00       R       Brynna Cleaning         24/06/2024       BACS       1,500.00       1,500.00       R       DE         24/06/2024       BACS       30.47       30.47       R       Welsh Water         24/06/2024       BACS       1,641.00       R       One Voice Wales         24/06/2024       PACS       1,641.00       R       Receipt(s) Banked         24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Bacciaycard         28/06/2024       BACS       1,596.21       1,596.21       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	2/06/2024	BACS	1,056.00		1,056.00		R 📕	D3SIGNS
17/06/2024       BACS       192.00       R       Brynna Cleaning         24/06/2024       BACS       1,500.00       R       DE         24/06/2024       BACS       30.47       30.47       R       Welsh Water         24/06/2024       BACS       1,641.00       1,641.00       R       One Voice Wales         24/06/2024       Partry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       R       Receipt(s) Banked         27/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	2/06/2024	BACS	5.00		5.00		R 📕	RCT
24/06/2024       BACS       1,500.00       1,500.00       R       DE         24/06/2024       BACS       30.47       30.47       R       Welsh Water         24/06/2024       BACS       1,641.00       1,641.00       R       One Voice Wales         24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Receipt(s) Banked         27/06/2024       BacS       1,596.21       1,596.21       R       BacSardJun24         28/06/2024       BACS       5,095.29       5,095.29       STAFF SALARIES	7/06/2024	BACS	500.58		500.58		R 📕	ARVAL
24/06/2024       BACS       30.47       R       Welsh Water         24/06/2024       BACS       1,641.00       R       One Voice Wales         24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Receipt(s) Banked         27/06/2024       BcardJun24       742.54       742.54       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	7/06/2024	BACS	192.00		192.00		R 📕	Brynna Cleaning
24/06/2024       BACS       1,641.00       1,641.00       R       One Voice Wales         24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Receipt(s) Banked         27/06/2024       BcardJun24       742.54       742.54       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	4/06/2024	BACS	1,500.00		1,500.00		R 📕	DE
24/06/2024       Pantry       318.25       318.25       R       Receipt(s) Banked         25/06/2024       PR       16.00       16.00       R       Receipt(s) Banked         27/06/2024       BcardJun24       742.54       742.54       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	24/06/2024	BACS	30.47		30.47		R 📕	Welsh Water
25/06/2024       PR       16.00       16.00       R       Receipt(s) Banked         27/06/2024       BcardJun24       742.54       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	24/06/2024	BACS	1,641.00		1,641.00		R 📕	One Voice Wales
27/06/2024       BcardJun24       742.54       742.54       R       Barclaycard         28/06/2024       BACS       1,596.21       1,596.21       R       RCT Pension Payment         28/06/2024       BACS       5,095.29       5,095.29       R       STAFF SALARIES	24/06/2024	Pantry		318.25	318.25		R 📕	Receipt(s) Banked
28/06/2024         BACS         1,596.21         1,596.21         R         RCT Pension Payment           28/06/2024         BACS         5,095.29         5,095.29         R         STAFF SALARIES	25/06/2024	PR		16.00	16.00		R 📕	Receipt(s) Banked
28/06/2024 BACS 5,095.29 5,095.29 R STAFF SALARIES	27/06/2024	BcardJun24	742.54		742.54		R 📕	Barclaycard
	28/06/2024	BACS	1,596.21		1,596.21		R 📕	RCT Pension Payment
215 127 00 1 121 68	28/06/2024	BACS	5,095.29		5,095.29		R 📕	STAFF SALARIES
1,121,00		-	215,127.00	1,121.68				
Signatory 1:	910	5						

Signatory 2:

Name ......Date .....

Date:08/05/2024

#### Time: 12:19

#### Llanharan Community Council

Page 1 User: OFFICE

### Bank Reconciliation Statement as at 30/04/2024 for Cashbook 2 - Public Sector Deposit Fund

	Statement Date	Page No	Balances
The Public Sector Deposit Fund	30/04/2024		696,275.97
	30/04/2024		0.00
		—	696,275.97
Jnpresented Payments (Minus)	-	Amount	
		0.00	
		_	0.00
			696,275.97
Inpresented Receipts (Plus)			
		0.00	
			0.00
			696,275.97
	Balance pe	er Cash Book is :-	696,275.97
		Difference is :-	0.00

#### Date: 08/05/2024

Time: 12:19

## Llanharan Community Council

User: OFFICE

Page 1

## Bank Reconciliation up to 30/04/2024 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
3/04/2024	Apr24Div		3,371.41	3,371.41		R 📕	Receipt(s) Banked
4/04/2024	PS3078786		50,000.00	50,000.00		R 📕	Receipt(s) Banked
		0.00	53,371.41				
Signa	atory 1:						
Signa	-		Sigr	ned			Date
Name			Sigr	ned			Date
Name	-		Sigr	ned			Date

Date:07/06/2024

Time: 13:31

#### Llanharan Community Council

Page 1 User: OFFICE

### Bank Reconciliation Statement as at 31/05/2024 for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Public Sector Deposit Fund	31/05/2024		999,096.07
	31/05/2024		0.00
		—	999,096.07
Inpresented Payments (Minus)		Amount	
		0.00	
		_	0.00
			999,096.07
Unpresented Receipts (Plus)			
		0.00	
		_	0.00
			999,096.07
	Balance	e per Cash Book is :-	999,096.07
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name	Signed	Date	

#### Date: 07/06/2024

Time: 13:31

#### Llanharan Community Council

User: OFFICE

## Bank Reconciliation up to 31/05/2024 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference C	leared	Payee Name or Description
03/04/2024	Apr24 Div		3,371.41	3,371.41		R 📕	Receipt(s) Banked
03/04/2024	Apr24DIV		-3,371.41	-3,371.41		R 📕	Receipt(s) Banked
02/05/2024	Precept		50,000.00	50,000.00		R 📕	Receipt(s) Banked
02/05/2024	May 24 Div		2,820.10	2,820.10		R 📕	Receipt(s) Banked
03/05/2024	Precept 24		50,000.00	50,000.00		R 📕	Receipt(s) Banked
07/05/2024	Precept		50,000.00	50,000.00		R 📕	Receipt(s) Banked
08/05/2024	Precept		50,000.00	50,000.00		R 📕	Receipt(s) Banked
09/05/2024	Precept		50,000.00	50,000.00		R 📕	Receipt(s) Banked
23/05/2024	CIL24		50,000.00	50,000.00		R 📕	Receipt(s) Banked
	-	0.00	302,820.10				

## Signatory 1:

Name	Signed	Date
Signatory 2:		
Name	Signed	Date

Date:08/07/2024 Time: 10:08

#### Llanharan Community Council

Page 1 User: OFFICE

#### Bank Reconciliation Statement as at 30/06/2024 for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Public Sector Deposit Fund	30/06/2024		1,203,146.89
	30/06/2024		0.00
		-	1,203,146.89
Unpresented Payments (Minus)		Amount	
		0.00	
		_	0.00
			1,203,146.89
Unpresented Receipts (Plus)			
		0.00	
		_	0.00
			1,203,146.89
	Balanc	e per Cash Book is :-	1,203,146.89
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name	Signed	Date	

#### Date: 08/07/2024

Time: 10:08

## Llanharan Community Council

User: OFFICE

Page 1

## Bank Reconciliation up to 30/06/2024 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2024	CIL24 2/4		50,000.00	50,000.00		R 📕	Receipt(s) Banked
04/06/2024	CIL24 3/4		50,000.00	50,000.00		R 📕	Receipt(s) Banked
04/06/2024	Div June24		4,050.82	4,050.82		R 📕	Receipt(s) Banked
05/06/2024	CII 24 4/4		50,000.00	50,000.00		R 📕	Receipt(s) Banked
06/06/2024	CIL 24		50,000.00	50,000.00		R 📕	Receipt(s) Banked
		0.00	204,050.82				
Signa	atory 1:						
NameDate							
Signa	atory 2:						
Name	9		Siar	hed			Date

Date:08/05/2024

#### Time: 11:55

#### Llanharan Community Council

Page 1 User: OFFICE

#### Bank Reconciliation Statement as at 30/04/2024 for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BarclayCard	01/04/2024		0.00
	01/04/2024		0.00
			0.00
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			0.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			0.00
	Balance p	per Cash Book is :-	0.00
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			

Name ......Date .....

#### Date: 08/05/2024

## Llanharan Community Council

Time: 11:55

## Page 1 User: OFFICE

## Bank Reconciliation up to 30/04/2024 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2024	CREDITCARD	7.35		7.35		R 📕	Llanharan Service Station
29/04/2024	CREDITCARD	66.81		66.81		R 📕	ALDI
29/04/2024	CREDITCARD	180.33		180.33		R 📕	ALDI
29/04/2024	CREDITCARD	130.62		130.62		R 📕	ALDI
29/04/2024	CREDITCARD	105.16		105.16		R 📕	ALDI
29/04/2024	CREDITCARD	82.40		82.40		R 📕	ALDI
29/04/2024	CREDITCARD	23.97		23.97		R 📕	Amazon
29/04/2024	CREDITCARD	10.03		10.03		R 📕	ALDI
29/04/2024	CREDITCARD	118.08		118.08		R 📕	Microsoft
29/04/2024	CREDITCARD	49.20		49.20		R 📕	Microsoft
29/04/2024	CREDITCARD	12.99		12.99		R 📕	ZOOM
29/04/2024	CREDITCARD	19.97		19.97		R 📕	ADOBE
29/04/2024	CREDITCARD	-12.99		-12.99		R	ZOOM
29/04/2024	CREDITCARD	12.99		12.99		R 📕	ZOOM
29/04/2024	CREDITCARD	3.00		3.00		R 📕	HM Land Registery
29/04/2024	CREDITCARD	9.95		9.95		R 📕	Amazon
29/04/2024	CREDITCARD	0.86		0.86		R	Amazon
29/04/2024	CREDITCARD	32.99		32.99		R 📕	Amazon
29/04/2024	CREDITCARD	6.98		6.98		R 📕	Amazon
29/04/2024	CREDITCARD	18.93		18.93		R 📕	Connected Kerb
29/04/2024	CREDITCARD	19.63		19.63		R	Connected Kerb
29/04/2024	CREDITCARD	-180.33		-180.33		R 📕	ALDI
29/04/2024	CREDITCARD	180.83		180.83		R 📕	ALDI
29/04/2024	BcardApr24		899.75	899.75		R	Receipt(s) Banked
	_	899.75	899.75				

Signatory 1:

Name	Signed	Date
	ů –	
Signatory 2:		
Name	Signed	Date
Nume		

Date:26/06/2024

Time: 13:38

#### Llanharan Community Council

Page 1 User: OFFICE

#### Bank Reconciliation Statement as at 31/05/2024 for Cashbook 3 - Barclaycard

Statement Date	Page No	Balances
31/05/2024		0.00
31/05/2024		0.00
		0.00
	Amount	
	0.00	
		0.00
		0.00
	0.00	
		0.00
		0.00
Balance p	per Cash Book is :-	0.00
	Difference is :-	0.00
Signed	Date	
	31/05/2024 31/05/2024 Balance p	31/05/2024 31/05/2024 <u>Amount</u> 0.00 0.00 Balance per Cash Book is :-

Name ......Date .....

#### Date: 26/06/2024

## Llanharan Community Council

Time: 13:38

## User: OFFICE

## Bank Reconciliation up to 31/05/2024 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
28/05/2024	CREDITCARD	48.89		48.89		R 📕	ALDI
28/05/2024	CREDITCARD	114.81		114.81		R	ALDI
28/05/2024	CREDITCARD	91.40		91.40		R 📕	ALDI
28/05/2024	CREDITCARD	19.97		19.97		R	ADOBE
28/05/2024	CREDITCARD	-19.97		-19.97		R	ADOBE
28/05/2024	CREDITCARD	19.97		19.97		R 📕	ADOBE
28/05/2024	CREDITCARD	12.99		12.99		R 📕	ZOOM
28/05/2024	CREDITCARD	98.40		98.40		R	Moneysoft
28/05/2024	CREDITCARD	110.39		110.39		R	ALDI
28/05/2024	CREDITCARD	57.00		57.00		R	ALDI
28/05/2024	CREDITCARD	71.57		71.57		R	ALDI
28/05/2024	CREDITCARD	58.15		58.15		R 📕	Viking Group
28/05/2024	CREDITCARD	118.08		118.08		R 📕	Microsoft
28/05/2024	CREDITCARD	49.20		49.20		R	Microsoft
28/05/2024	CREDITCARD	8.95		8.95		R	Post Office Ltd
28/05/2024	CREDITCARD	21.98		21.98		R 📕	Screwfix
28/05/2024	CREDITCARD	34.60		34.60		R 📕	Llanharan Service Station
28/05/2024	CREDITCARD	93.96		93.96		R 📕	Amazon
28/05/2024	CREDITCARD	39.99		39.99		R	Amazon
28/05/2024	CREDITCARD	19.18		19.18		R	Amazon
28/05/2024	CREDITCARD	15.98		15.98		R 📕	Amazon
28/05/2024	CREDITCARD	35.49		35.49		R 📕	Amazon
28/05/2024	CREDITCARD	24.17		24.17		R 📕	Cromwell
28/05/2024	CREDITCARD	15.45		15.45		R 📕	Connected Kerb
28/05/2024	CREDITCARD	79.99		79.99		R	Microsoft
28/05/2024	CREDITCARD	19.47		19.47		R	Connected Kerb
28/05/2024	May24		1,260.06	1,260.06		R	Receipt(s) Banked
	-						
	_	1,260.06	1,260.06				

## Signatory 1:

Name	.Signed	Date
Signatory 2:		
Name	.Signed	Date

Date:05/07/2024

#### Time: 14:38

#### Llanharan Community Council

Page 1 User: OFFICE

#### Bank Reconciliation Statement as at 30/06/2024 for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BarclayCard	30/06/2024		0.00
	30/06/2024		0.00
			0.00
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			0.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			0.00
	Balance p	er Cash Book is :-	0.00
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			

Name ......Date .....

### Date: 05/07/2024

## Llanharan Community Council

Time: 14:38

## Page 1 User: OFFICE

## Bank Reconciliation up to 30/06/2024 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/06/2024	CREDITCARD	0.73		0.73		R 📕	Connected Kerb
27/06/2024	CREDITCARD	32.50		32.50		R 📕	Llanharan Service Station
27/06/2024	CREDITCARD	7.30		7.30		R 📕	Llanharan Service Station
27/06/2024	CREDITCARD	17.54		17.54		R 📕	Connected Kerb
27/06/2024	CREDITCARD	61.39		61.39		R 📕	ALDI
27/06/2024	CREDITCARD	32.49		32.49		R 📕	Trago Mills
27/06/2024	CREDITCARD	21.24		21.24		R 📕	Connected Kerb
27/06/2024	CREDITCARD	73.23		73.23		R 📕	ALDI
27/06/2024	CREDITCARD	73.04		73.04		R 📕	ALDI
27/06/2024	CREDITCARD	123.50		123.50		R 📕	ALDI
27/06/2024	CREDITCARD	32.10		32.10		R 📕	Llanharan Service Station
27/06/2024	CREDITCARD	105.61		105.61		R 📕	Microsoft
27/06/2024	CREDITCARD	49.20		49.20		R 📕	Microsoft
27/06/2024	CREDITCARD	12.99		12.99		R 📕	ZOOM
27/06/2024	CREDITCARD	19.97		19.97		R	ADOBE
27/06/2024	CREDITCARD	32.94		32.94		R	Amazon
27/06/2024	CREDITCARD	-35.49		-35.49		R 📕	Amazon
27/06/2024	CREDITCARD	11.42		11.42		R 📕	ALDI
27/06/2024	CREDITCARD	13.66		13.66		R 📕	Connected Kerb
27/06/2024	CREDITCARD	20.78		20.78		R 📕	Connected Kerb
27/06/2024	BcardJun24		742.54	742.54		R 📕	Receipt(s) Banked
28/06/2024	CREDITCARD	15.96		15.96		R 📕	Connected Kerb
28/06/2024	CREDITCARD	20.44		20.44		R 📕	Connected Kerb
	_	742.54	742.54				

Signatory 1:

Name	Signed	Date
	0	
Signatory 2:		
Name	Signed	Date

#### Transfers between bank accounts for Q1 2024

Date	A/C (from )	A/C (to)	Reference	Amount deposited	Amount redeemed	Deposit approved by	Redemption approved by
24.04.24	Barclays Business Premium (Current)	Public Sector Deposit Account	TRFR1 2425Genres	£50,000.00		DE/CP	
02.05.24	Barclays Business Premium (Current)	Public Sector Deposit Account	Precept Tsfr 1/5	£50,000.00		DE/CP	
03.05.24	Barclays Business Premium (Current)	Public Sector Deposit Account	Precept Tsfr 2/5	£50,000.00		DE/CP	
07.05.24	Barclays Business Premium (Current)	Public Sector Deposit Account	Precept Tsfr 3/5	£50,000.00		DE/CP	
08.05.24	Barclays Business Premium (Current)	Public Sector Deposit Account	Precept Tsfr 4/5	£50,000.00		DE/CP	
09.05.24	Barclays Business Premium (Current)	Public Sector Deposit Account	Precept Tsfr 5/5	£50,000.00		DE/CP	
23.05.24	Barclays Business Premium (Current)	Public Sector Deposit Account	CIL 24	£50,000.00		DE/CP	
03.06.24	Barclays Business Premium (Current)	Public Sector Deposit Account	CIL 24 2/4	£50,000.00		DE/CP	
04.06.24	Barclays Business Premium (Current)	Public Sector Deposit Account	CIL 24 3/4	£50,000.00		DE/CP	
05.06.24	Barclays Business Premium (Current)	Public Sector Deposit Account	CII 24 4/4	£50,000.00		DE/CP	
06.06.24	Barclays Business Premium (Current)	Public Sector Deposit Account	CIL 24 5/5	£50,000.00		DE/CP	
				£550,000.00	£0.00		

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#### Llanharan Community Council

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#### Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1076	Precept	271,894	271,894	0			100.0%	
1090	PSDF Re-invested dividend	10,242	20,000	9,758			51.2%	
1100	Agency Income	0	1,330	1,330			0.0%	
1990	Other Income	759	1,000	241			75.9%	
200	Administration							
4000	Staff Salaries & Wages (Net)	(15,286)	(63,238)	47,952		47,952	24.2%	
4005	Employer & Employee Pension	(4,789)	(25,102)	20,313		20,313	19.1%	
4010	Employer & Employee NI & Tax	0	(39,796)	39,796		39,796	0.0%	
4055	Mileage & Subsistence	0	(200)	200		200	0.0%	
4057	HR Expenditure	0	(1,000)	1,000		1,000	0.0%	
4060	Council Tax	(2,360)	(2,500)	140		140	94.4%	
4065	Office Rent	(875)	(3,500)	2,625		2,625	25.0%	
4066	Meeting venue hire	0	(450)	450		450	0.0%	
4070	IT Costs (Office 365)Web Site	(800)	(2,500)	1,700		1,700	32.0%	
4075	Telephone & Broadband	(24)	(1,450)	1,426		1,426	1.7%	
4080	Electric ( office)	(473)	(1,600)	1,127		1,127	29.6%	
4085	Water Rates (for Office)	0	(200)	200		200	0.0%	
4090	Stationery and postage	(58)	(350)	292		292	16.6%	
4095	Cleaning Materials	0	(50)	50		50	0.0%	
4100	Cleaning Contract	(384)	(1,200)	816		816	32.0%	
4105	Office Cap ExpChain of Office	0	(1,000)	1,000		1,000	0.0%	
4110	Office Maintenance	(70)	(750)	680		680	9.3%	
4115	Professional and Legal Fees	(302)	(3,500)	3,198		3,198	8.6%	
4116	Land Registery Fees	(10)	(240)	230		230	4.2%	
4120	Internal Audit Fees	400	(750)	1,150		1,150	(53.3%)	
4125	External Audit Fees	200	(400)	600		600	(50.0%)	
4130	Subscriptions and Memberships	(1,954)	(2,750)	796		796	71.1%	
4135	Bank Charges	(63)	(250)	187		187	25.1%	
4140	Storage Space Rental	0	(720)	720		720	0.0%	
220	Insurances							
4200	General Insurance	0	(5,000)	5,000		5,000	0.0%	
4205	Vehicle Insurance	0	(5,000)	5,000		5,000	0.0%	
4210	Office Insurance	0	(100)	100		100	0.0%	
240	Staff & Member Training							
4300	Members Training	0	(750)	750		750	0.0%	
4305	Staff Training	0	(750)	750		750	0.0%	
260	Member's Allowances							
4350	Chair	(1,500)	(1,500)	0		0	100.0%	

## Llanharan Community Council

## Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355	Special Responsibility	(500)	(500)	0		0	100.0%	
4360	Member Allowances	(2,080)	(2,912)	832		832	71.4%	
300	Plant & Equipment							
4400	Plant Purchase / Lease	(1,256)	(5,500)	4,244		4,244	22.8%	
4415	Red Tractor Maintenance	0	(1,200)	1,200		1,200	0.0%	
4420	Portable & Hand Tools Purchase	(42)	(250)	208		208	16.8%	
4425	Portable & Hand Tool Maint	0	(400)	400		400	0.0%	
4430	PPE - New & Replacement	0	(300)	300		300	0.0%	
4435	Plant & Equipment Fuel	(265)	(750)	485		485	35.3%	
400	Street Furnishings							
4500	Hanging Baskets	(880)	(8,500)	7,620		7,620	10.4%	
4505	Christmas Lights and Trees	(8,660)	(30,000)	21,340		21,340	28.9%	
4510	Public Clocks - Maintenance	0	(500)	500		500	0.0%	
4515	Notice Boards - Maintenance	0	(100)	100		100	0.0%	
4520	Bus shelter - Maintenance	0	(100)	100		100	0.0%	
4525	Planters - Maintenance	0	(100)	100		100	0.0%	
4530	Benches & Tables Maintenance	(20)	(100)	80		80	20.1%	
500	Community Functions							
4600	Christmas Dinners	0	(6,500)	6,500		6,500	0.0%	
4610	Firework Display	0	(11,000)	11,000		11,000	0.0%	
4615	Multi Cultural Carnival	0	(6,250)	6,250		6,250	0.0%	
550	Grants							
4700	General Grants	(1,500)	(10,000)	8,500		8,500	15.0%	
4710	LCDP - SLA	0	(25,000)	25,000		25,000	0.0%	
4715	Wild Life Trust - Brynna Woods	0	(10,000)	10,000	(5,000)	5,000	50.0%	
600	Outdoor Spaces							
4800	Rights of Way	0	(1,330)	1,330		1,330	0.0%	
4805	Skateboard Park - Maintenance	(1,550)	(1,000)	(550)		(550)	155.0%	
4810	Play & O/Spaces Maintenance	(160)	(1,500)	1,340		1,340	10.7%	
4815	General Repair Consumables	0	(250)	250		250	0.0%	
620	War Memorials							
4855	Other Maintenance	0	(500)	500		500	0.0%	
630	Llanharan Pantry							
1991	Llanharan Pantry	616	0	(616)			0.0%	616
4730	Llanharan Pantry Expenses	(1,133)	0	(1,133)		(1,133)	0.0%	1,586
650	Street Lighting Electric							
4575	Street Lighting Electric	(163)	(350)	187		187	46.5%	

## Llanharan Community Council

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#### Detailed Income & Expenditure by Budget Heading 30/06/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700	Allotments							
1200	Allotment Income	79	2,500	2,421			3.1%	
4900	Allotment Lease Costs	0	(22)	22		22	0.0%	
4901	Allotment Maintenance	0	(250)	250		250	0.0%	
4905	Allotment Water	(30)	(550)	520		520	5.5%	
750	Community Infrastructure Levy							
1300	Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
4950	CIL Benches	(1,155)	0	(1,155)		(1,155)	0.0%	1,155
4955	CIL Project 1 Memorial Garden	(1,129)	0	(1,129)		(1,129)	0.0%	1,129
4958	CIL Grants	(26,042)	0	(26,042)		(26,042)	0.0%	26,042
4962	CIL Project Telephone Kiosk	(20)	0	(20)		(20)	0.0%	20
800	Contingency							
4990	Contingency	0	(10,000)	10,000		10,000	0.0%	
	Grand Totals:- Income	580,537	296,724	(283,813)			195.6%	
	Expenditure	74,934	302,310	227,376	5,000	222,376	26.4%	
	Net Income over Expenditure	505,603	(5,586)	(511,189)				
	plus Transfer from EMR	29,932						
	less Transfer to EMR	297,564						
	Movement to/(from) Gen Reserve	237,971						

	Date	£	Receipt	Description
Money In				
Arnold Clarke Grant	10/12/2021	2500.00		
Transferred into bank (Janine)	08/02/2022	32.84		
RCT grant (Food support fund)	01/08/2022	500.00		
Asda award	01/08/2022	300.00		
Comm lottery grant	21/10/2022	8600.00		
RCT Food Support fund	14/12/2022	1779.00		
Arnold Clarke Grant	15/12/2022	2500.00		
GH Windfarm	06/07/2023	2000.00		
JT Windfarm	06/07/2023	1000.00		
Interlink	17/07/2023	1000.00		
RCT Community Grant	17/08/2023	1000.00		
RCT grant (Food support fund)	31/08/2023	1000.00		
Total cash receipts	Rolling	12536.90		
total in		34748.74		

## Money Out

FareShare Cymru	20/04/2022	195.00	
500 leaflets	01/07/2022	96.56	
FareShare Cymru	01/08/2022	195.00	
Asda online order	05/08/2022	306.00	Janine paid - claimed back
Asda online order	17/08/2022	284.20	LS claim received Ref 4282229000
Amazon order (Noticeboards etc)	18/08/2022	90.86	
Asda online order	20/08/2022	271.09	LS claim received Ref 7962238000
Fridge freezer	23/08/2022	348.99	Add to asset register
Chest freezer	23/08/2022	278.99	Add to asset register
25th Aug online shop Asda	25/08/2022	98.45	LS claim
30th Aug Aldi shop	30/08/2022	57.74	LS claim
5th Sept online shop Asda	05/09/2022	418.00	LS claim
Cash to Janine for Aldi visit	06/09/2022	160.00	Change and receipt req
Aldi shop	06/09/2022	93.29	Janine used float cash (£160)
Booker shop	09/09/2022	276.32	Combo cash and card
Aldi shop	09/09/2022	49.20	LCC CC
Booker shop	13/09/2022	425.36	LCC CC
Aldi shop	20/09/2022	103.55	Janine - Need receipt Paid to Jani
Aldi shop	23/09/2022	139.06	LS claim
Aldi shop	23/09/2022	18.80	LS claim
Aldi shop	28/09/2022	93.74	
Aldi shop	28/09/2022	188.87 tbc	
Aldi shop	28/09/2022	55.03	
Aldi shop	28/09/2022	41.86	

Destautes	20/00/2022	225 42	
Booker shop	30/09/2022	225.12	
Aldi shop	04/10/2022	219.41	
The Range	04/10/2022	5.00	Thermometers
Aldi shop	07/10/2022	158.93 tk	
Aldi shop	07/10/2022	157.24 tk	DC LCC CC
Asda	12/10/2022	348.41	
Aldi shop	14/10/2022	232.10	Leigh to claim back- paid
Aldi shop	14/10/2022	36.85	Leigh to claim back- paid
Freezer labels	17/10/2022	17.47	
Aldi shop	18/10/2022	717.38	Leigh to claim back- paid
Aldi shop	21/10/2022	446.16	Leigh to claim back- paid
Aldi shop	26/10/2022	312.68	Payment raised to LS
Aldi Shop	28/10/2022	204.33	
FareShare Cymru	01/11/2022	195.00	
Aldi Shop	01/11/2022	248.78	
Aldi Shop	04/11/2022	197.93	
Aldi Shop	04/11/2022	-24.99 tk	00
Aldi Shop	08/11/2022	349.26	
Aldi shop	11/11/2022	242.39	Paid on PB card
Amazon perspex displays	14/11/2022	29.94	
Aldi shop	15/11/2022	314.74	
Aldi shop	18/11/2022	199.42	
Aldi shop	22/11/2022	33.69	
Aldi shop	25/11/2022	228.74	
Aldi shop	29/11/2022	208.38	
Aldi shop	02/12/2022	378.00	
Aldi shop	06/12/2022	232.31	
FareShare Cymru	13/12/2022	195.00	
Aldi shop	13/12/2022	101.34	
Aldi shop	14/12/2022	61.82	
Aldi shop	16/12/2022	87.80	
Aldi shop	16/12/2022	41.04	
Aldi shop	16/12/2022	207.02 N	1P
Aldi shop	16/12/2022	192.93 N	1P
Aldi shop	19/12/2022	119.58 L	5
Aldi shop	19/12/2022	110.62 L	5
Aldi shop	19/12/2022	103.80 L	5
Aldi shop	20/12/2022	72.89 N	1P
Aldi shop	28/12/2022	51.70 P	В
Aldi shop	28/12/2022	113.78 P	В
Aldi shop	28/12/2022	135.53 P	В
Aldi shop	28/12/2022	103.05 P	B 03/01?
Aldi shop	06/01/2023	61.11 P	В
Aldi shop	06/01/2023	102.27 P	В
Aldi shop	06/01/2023	113.63 P	В
Aldi shop	10/01/2023	109.65 P	B Paid off £481.79 16.01.23

Aldi shop	10/01/2023	77.86	ΡВ	Paid off £481.79 16.01.23
Aldi shop	12/01/2023	188.46	ΡВ	Paid off £481.79 16.01.23
Aldi shop	12/01/2023	105.82	PB	Paid off £481.79 16.01.23
Aldi shop	17/01/2023	187.59	ΡВ	
Aldi shop	20/01/2023	136.01	PB	Paid off £136.01 30.01.23
Aldi shop	20/01/2023	146.93	ΡВ	Paid off £146.93 30.01.23
Aldi shop	24/01/2023	126.31	ΡВ	Paid off £603.97 02.02.23
Aldi shop	24/01/2023	16.15	PB	Paid off £603.97 02.02.23
Aldi shop	27/01/2023	136.58	PB	Paid off £603.97 02.02.23
Aldi shop	27/01/2023	97.86	PB	Paid off £603.97 02.02.23
Aldi shop	30/01/2023	122.51	ΡВ	Paid off £603.97 02.02.23
Aldi shop	31/01/2023	104.56	PB	Paid off £603.97 02.02.23
Aldi shop	02/02/2023	106.93	ΡВ	Paid off £579.20 07.02.23
Aldi shop	02/02/2023	121.09	ΡВ	Paid off £579.20 07.02.23
Aldi shop	02/02/2023	173.02	PB	Paid off £579.20 07.02.23
Aldi shop	03/02/2023	54.56	PB	
Aldi shop	07/02/2023	138.47	PB	Paid off £579.20 07.02.23
Aldi shop	07/02/2023	39.69	ΡВ	Paid off £579.20 07.02.23
Aldi shop	10/02/2023	128.81	ΡВ	Paid off £616.53 15.02.23
Aldi shop	10/02/2023	105.80	ΡВ	Paid off £616.53 15.02.23
Aldi shop	10/02/2023	12.75	ΡВ	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	128.94	ΡВ	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	86.57	ΡВ	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	153.66	ΡВ	Paid off £616.53 15.02.23
Aldi shop	17/02/2023	118.01	ΡВ	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	165.37	ΡВ	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	43.68	ΡВ	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	22.80	PB	Paid off £349.86 17.2.23
Aldi shop	21/02/2023	94.49	PB	Paid off £603.43 02.03.23
Aldi shop	21/02/2023	168.06	PB	Paid off £603.43 02.03.23
Aldi shop	21/02/2023	21.28	PB	Paid off £603.43 02.03.23
Со-ор	22/02/2023	13.30	PS	Hospitality stuff for Sub Pantry Gro
Aldi shop	23/02/2023	138.36	PB	Paid off £603.43 02.03.23
Aldi shop	24/02/2023	119.96	ΡВ	Paid off £603.43 02.03.23
Aldi shop	24/02/2023	61.28	PB	Paid off £603.43 02.03.23
Aldi shop	28/02/2023	138.36	PB	Paid off £542.11 10.03.23
ReallyUseful storage	02/02/2023	131.89		
Aldi shop	03/03/2023	148.21	ΡВ	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	104.37	ΡВ	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	39.27	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	65.40	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	46.50	PB	Paid off £542.11 10.03.23
Aldi shop	10/03/2023	58.83	РВ	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	116.58	РВ	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	120.64	ΡВ	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	107.75	PB	Paid off £403.80 14.03.23

Aldi shop	14/03/2023	45.81	РВ	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	95.05	РВ	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	29.29	РВ	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	128.54	PB	Paid off £298.69 16.03.23
Aldi shop	17/03/2023	455.37	LS	
Aldi shop	17/03/2023	51.25	РВ	
Aldi shop	21/03/2023	144.28	РВ	Paid off £439.64 31.03.23
Aldi shop	21/03/2023	47.03	РВ	Paid off £439.64 31.03.23
Aldi shop	24/03/2023	310.45	LS	
Aldi shop	28/03/2023	135.14	РВ	Paid off £439.64 31.03.23
Aldi shop	28/03/2023	113.19	РВ	Paid off £439.64 31.03.23
Aldi shop	31/03/2023	213.90	РВ	Paid off £624.15 05.04.23
Aldi shop	31/03/2023	199.30	РВ	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	112.29	РВ	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	98.66	РВ	Paid off £624.15 05.04.23
Aldi shop	05/04/2023	132.01	LS	
Aldi shop	06/04/2023	85.95	РВ	Paid off £353 11.04.23
Aldi shop	06/04/2023	110.91	РВ	Paid off £353 11.04.23
Aldi shop	06/04/2023	154.87	РВ	Paid off £353 11.04.23
Aldi shop	11/04/2023	183.62	РВ	Paid off 382.58 17.04.23
Aldi shop	11/04/2023	90.21	РВ	Paid off 382.58 17.04.23
Aldi shop	14/04/2023	108.75	РВ	Paid off 382.58 17.04.23
Aldi shop	18/04/2023	139.81	РВ	Paid off £515 21.04.23
Aldi shop	21/04/2023	366.97	LS	Paid off £515 21.04.23
Aldi shop	24/04/2023	151.29	РВ	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	197.13	РВ	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	56.59	РВ	Paid off 405.01 26.04.23
Aldi shop	28/04/2023	210.00	РВ	Paid off 444.35 03.05.23
Fareshare	30/04/2023	65.00		April 23 membership
Aldi shop	02/05/2023	125.30	РВ	Paid off 444.35 03.05.23
Aldi shop	02/05/2023	109.05	РВ	Paid off 444.35 03.05.23
Aldi shop	05/05/2023	113.49	РВ	Paid off £327.03 11.05.23
Aldi shop	05/05/2023	108.02	РВ	Paid off £327.03 11.05.23
Aldi shop	09/05/2023	105.52	РВ	Paid off £327.03 11.05.23
Aldi shop	12/05/2023	116.69	РВ	Paid off £350.95 19.05.23
Aldi shop	12/05/2023	94.25	РВ	Paid off £350.95 19.05.23
Aldi shop	16/05/2023	140.01	РВ	Paid off £350.95 19.05.23
Aldi Shop	19/05/2023	237.56	РВ	Paid off £675.70 24.05.23
Aldi Shop	19/05/2023	227.18	РВ	Paid off £675.70 24.05.23
Aldi Shop	23/05/2023	210.96	РВ	Paid off £675.70 24.05.23
Aldi Shop	26/05/2023	22.95	РВ	Paid off £444.04 02.06.23
Aldi Shop	26/05/2023	130.97	РВ	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	133.35	РВ	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	156.77	РВ	Paid off £444.04 02.06.23
Fareshare	31/05/2023	65.00		May 23 membership
Aldi Shop	03/06/2023	121.61	РВ	Paid off 373.99 08.06.23 (121.61&
	· ·			•

Aldi Shop	03/06/2023	102.38	РВ	Paid off 373.99 08.06.23 (121.61&
Aldi Shop	05/06/2023	156.45	РВ	Paid off 373.99 08.06.23 (121.61&
Aldi Shop	09/06/2023	187.02	РВ	Paid off 690.60 14.06.23
Aldi Shop	09/06/2023	299.26	LS	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	109.56	РВ	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	94.76	РВ	Paid off 690.60 14.06.23
Aldi Shop	16/06/2023	134.01	РВ	Paid off 462.82 23.06.23
Aldi Shop	16/06/2023	152.66	РВ	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	82.50	РВ	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	93.65	РВ	Paid off 462.82 23.06.23
Aldi shop	23/06/2023	136.23	РВ	
Aldi shop	23/06/2023	181.32	РВ	
Fareshare	23/06/2023	65.00		June 23 membership
Aldi shop	27/06/2023	316.84	LS	
Aldi shop	27/06/2023	87.34	РВ	Paid off 699.39 29.06.23
Aldi shop	30/06/2023	123.29	РВ	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	64.56	РВ	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	117.70	РВ	Paid off 305.55 03.07.23
Aldi shop	03/07/2023	144.15	РВ	
	08/07/2023	0.00		No Pantry
Aldi shop	11/07/2023	37.41	РВ	
Aldi shop	11/07/2023	95.29	РВ	
Aldi shop	13/07/2023	157.59	РВ	
Aldi shop	18/07/2023	71.73	РВ	
Aldi shop	21/07/2023	35.61	РВ	
Aldi shop	21/07/2023	69.48	РВ	
Aldi shop	25/07/2023	60.62	РВ	
Fareshare	26/07/2023	65.00		July 23 membership
Aldi Shop	28/07/2023	88.45	РВ	
Really Useful Storage	31/07/2023	-116.90	credit	
Aldi shop	01/08/2023	104.13	РВ	
Aldi shop	04/08/2023	103.48	РВ	
Aldi shop	04/08/2023	58.46	РВ	
Aldi shop	08/08/2023	90.07	РВ	
	12/08/2023	0.00		No Pantry ( hort show)
Aldi shop	15/08/2023	116.80	РВ	
Aldi shop	15/08/2023	50.49	РВ	
Aldi shop	17/08/2023	70.07	РВ	
Aldi shop	17/08/2023	56.82	РВ	
Aldi shop	22/08/2023	181.10	РВ	
Aldi shop	25/08/2023	94.64	РВ	
Aldi shop	29/08/2023	94.90	РВ	
Aldi shop	01/09/2023	76.84	РВ	
Fareshare	01/09/2023	65.00		August 23 membership
Aldi	05/09/2023	90.69	РВ	
Aldi	08/09/2023	57.65	РВ	

Aldi	08/09/2023	40.62	PB	
Aldi	12/09/2023	50.01	PB	
Aldi	12/09/2023	36.20	PB	
Aldi	12/09/2023	62.96	PB	
Aldi	15/09/2023	77.10	РВ	
Aldi	15/09/2023	25.53	РВ	
Aldi	19/09/2023	41.58	LP	
Aldi	19/09/2023	46.93	СР	
Aldi	22/09/2023	47.36	СР	
Aldi	22/09/2023	84.99	СР	
Aldi	26/09/2023	73.16	PB	
Aldi	29/09/2023	49.14	PB	
Fareshare	01/10/2023	65.00		Sept 23 membership
Aldi	03/10/2023	53.18	PB	
Aldi	03/10/2023	44.20	PB	
Aldi	06/10/2023	48.33	PB	
Aldi	10/10/2023	26.57	PB	
Aldi	13/10/2023	79.12	PB	
Aldi	13/10/2023	33.93	PB	
Aldi	17/10/2023	84.40	PB	
Aldi	17/10/2023	79.34	PB	
Aldi	20/10/2023	66.31	PB	
Aldi	24/10/2023	68.01	PB	
Fareshare	25/10/2023	65.00		Oct 23 membership
Aldi	27/10/2023	170.87	РВ	· · · · · · · · · · · · · · ·
Aldi	31/10/2023	62.48	PB	
Aldi	03/11/2023	60.23	PB	
Aldi	07/11/2023	69.38	РВ	
Aldi	14/11/2023	55.73	PB	
Aldi	17/11/2023	25.07	РВ	
Aldi	21/11/2023	56.02	PB	
Fareshare	25/11/2023	65.00		Nov 23 membership
Aldi	28/11/2023	52.10	PB	
Aldi	01/12/2023	77.25	РВ	
Aldi	08/12/2023	110.26	PB	
Aldi	15/12/2023	76.87	PB	
Aldi	20/12/2023	86.95	PB	
Aldi	20/12/2023	86.84	PB	
Aldi	29/12/2023	75.56	СР	
Aldi	05/01/2024	51.42	PB	
Aldi	12/01/2024	131.87	PB	
Aldi	19/01/2024	108.28	PB	
Aldi	19/01/2024	88.11	PB	
Aldi	26/01/2024	118.48	PB	
Aldi	26/01/2024	108.67	PB	
Aldi	02/02/2024	99.25	PB	
	,,	55125		

Aldi	09/02/2024	106.09	РВ	
Aldi	16/02/2024	46.70	РВ	
Aldi	16/02/2024	78.79	РВ	
Fareshare	16/02/2024	65.00		Dec 23 membership
Fareshare	16/02/2024	65.00		Jan 24 membership
Aldi	23/02/2024	75.03	РВ	•
Aldi	28/02/2024	94.25	РВ	
Fareshare	01/03/2024	65.00		Feb 24 membership
Aldi	07/03/2024	247.70		PB
Aldi	15/03/2024	125.55		РВ
Aldi	15/03/2024	7.63		РВ
Aldi	22/03/2024	247.64		РВ
Aldi	28/03/2024	140.62		РВ
Fareshare	03/04/2024	65.00	PB	Mar 24 membership
Aldi	05/04/2024	105.73		РВ
Aldi	12/04/2024	82.40		PB
Aldi	19/04/2024	114.81		PB
Aldi	19/04/2024	48.89		PB
Fareshare	30/04/2024	65.00		April 24 membership
Aldi	03/05/2024	91.40		PB
Aldi	10/05/2024	110.39		PB
Aldi	17/05/2024	57.00		PB
Aldi	17/05/2024	71.57		PB
Aldi	24/05/2024	61.39		PB
Fareshare	31/05/2024	65.00		May 24 membership
Aldi	31/05/2024	73.23		PB
Aldi	07/06/2024	73.04		РВ
Aldi	14/06/2024	123.50		PB
Aldi	21/06/2024	49.92		РВ
Aldi	28/06/2024	65.67		РВ
Fareshare	30/06/2024	65.00		June 24 membership
Aldi	05/07/2024	136.88		РВ
total out		34078.43		
Balance of Funds	-	670.31		
Av. Sat footfall from 13.01.24	11			
Future funding Approx. wks	13 weeks			

### Appendix 6

### General grant applications received before deadline of 30<sup>th</sup> June 2024

Budget for 2024/25 = £10,000

Unspent and available budget =  $\pounds10,000$ 

a) Llanharan Horticultural Society - £750 (£1,000 if van hire also required)

Summary: Grant to provide contribution towards prize money for the show and potentially for the hire of a van if the Council is unable to allow the use of their van and staff to transport tables etc...

Power: LGA 1972 S.137 (Power of last resort).

b) Brynna Allotment Association - £1,946.98

Summary: Replacement of allotment shop roof.

Power: SHAA 1908 S.26(2) Allotments.

c) First Llanharan Rainbow Guides - £100 Summary: To purchase achievement badges and certificates and to purchase plants and bulbs to be placed around the War Memorial and Church hall.

Power: LGA 1972 S.137 (Power of last resort).

d) First Llanharan Brownies - £500

Summary: General running costs. All rent, achievement badges and materials for crafts etc... and to facilitate a trip.

Power: LGA 1972 S.137 (Power of last resort).

e) Llanharan Recreation Ground Trust - £9,123.15
 Summary: Replacement rugby posts inc installation and for line marking equipment, a cabin and associated civils works.

Power: LG (MP) A 1976. S.19(3) Recreational facilities.

f) Bryncae Football Club (Seniors) - £499

Summary: Training equipment, playing kit, first aid kit.

Power: LGA 1972 S.137 (Power of last resort).

g) 1<sup>st</sup> Brynna Rainbow Guides - £92
 Summary: Purchase of brightly coloured neckerchiefs to facilitate safety on large trips.

Power: LGA 1972 S.137 (Power of last resort).

h) 1<sup>st</sup> Brynna Brownies - £100
 Summary: Purchase of brightly coloured neckerchiefs to facilitate safety on large trips.

Power: LGA 1972 S.137 (Power of last resort).



To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a Grant, the application form must be completed and returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

## Clerk to the Council Llanharan Community Council

clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

## LLANHARAN COMMUNITY COUNCIL

## **Grant Aid Application Guidance Notes**

Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

# Eligibility

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

## Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

### All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted. Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

## **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

## LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation:	Llanharan Horticultural Society
(Please note that if you are	
successful, payment will be made	
to a bank account registered in	
this name).	
Registered Charity Number (if	
applicable)	
Name of Main Contact:	Robert Hughes
(All correspondence will be	
addressed to this person)	
Full Postal Address of	12 South View, Bryncae,
Applicant:	Llanharan, CF72 9RQ
Contact Telephone Number:	Daytime: 01443 229420
	Mobile: 07983 024320
Main Contact Email Address:	robert_hughes5@sky.com
Has the organisation received Gr	ant Aid from Llanharan
Community Council in the past 3	years?
If the answer is yes, please comp	lete the box below:
Date	Amount
2022	£ 950
2023	£ 750
	£
	£
Has an Appendix Two, 'Grant spend	
confirmation form' been satisfactorily	
completed for the most recent grant	Yes 🖉 🛛 No 🗖
Appendix Two MUST be completed	
for the application to be considered.	

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

The society organises the annual village Horticultural Show, which this year enters its 53rd year, making it one of the longest running shows in the country.

With nearly 100 classes in Dahlias, Flowers, Vegetables, Culinary, Arts and Crafts and Photography, it offers something for everyone. The show also features a resident's section, which is open to only those living in the Llanharan Community Council area, therefore as well as attracting exhibitors from all over Wales, it maintains the local theme that the show is truly open to all.

The Society runs not for profit and all committee members give up their time voluntarily to run the show.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?
7 committee members with 75% living in the Community Council area.
Are you a not for profit organisation?
Yes ⊠ No □
How long has the organisation been established?
The show has run for 53 years, but the current Society was established in 2013.
SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?
Please provide a brief description of <u>specifically</u> what you intend to use the Grant Aid for?
The Society is applying for a grant to contribute towards the prize money of the show and the cost of hiring a van (if required) to move tables and other show items to the venue.
Prize money is by far the biggest expenditure of the show with around £900 potentially being awarded (assuming three prizes are awarded in all categories).
Due to a contribution from Llanharan Community Shop and a raffle, we are only requesting the council contribute to prize money and a van hire (if required), as we are in a position to fund other aspects ourselves.

How will the Grand Aid benefit the Community?

The show is one of the centre pieces of the village calendar and is looked forward to by residents. One of the longest running shows in the Wales, it attracts first class exhibitors from all over the country, putting the village firmly on the map. At the same time, keeping the community at its core, ensuring a specific section, complete with a trophy, is open only to local residents

Please provide the dates you intend to start and finish the project: Start Date: 10<sup>th</sup> August 2024 (date of show)

Completion Date: 10<sup>th</sup> August 2024 (date of show)

## **SECTION C:** How much Grant Aid is being applied for?

What is the total cost of the project/items for which Grant Aid is required?

£750 – contribution to prize money (see attached schedule) £1000 – van hire (see attached quote)

What is the amount of Grant Aid the organisation would like to apply for?

£1000 – with van hire £750 – without van hire

Last year, the Community Council were very kind in allowing us use of their van. Therefore, if this is available again this year, then we only wish to apply for the £750 contribution to prize money.

What other sources of funding have been approached, or are available for the project?

Last year, we received a contribution from Llanharan Community Shop, which we will also be applying for again. We will also run a raffle on the day of the show.

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules
- B. £101 £499
- Income and expenditure account/balance sheet included
- Last bank statement included
- Constitution or rules see show rules in attached schedule
- VAT registration N/A
- Is the organisation profit making? No, as advised above
- Provide quotations for items the Grant will be used for. See attached van hire quote and schedule outlining prize money.

C. £500 - £2,000

- As requested in B
- Latest audited/ratified accounts and balance sheet. included

#### Section D: Sustainability

Will the project/activity continue after this funding has ended?

Yes	$\times$	No	
-----	----------	----	--

If yes, provide details.

The show is in it's 53rd year and intends to continue annually for a long time to come.

# Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (Use name of the organisation applying as in Section A)

Llanharan Horticultural Society

**Account Number** 

79634660

Sort Code

30-96-26

## **SECTION F:** Completing the application

Your Signature – This must be the signature of the main contact named in Section A

#### **Declaration:**

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed: Robert Stephen Hughes

Date: 15.04.2024

Please note that this form requires two signatures:

Second Signature: Nathan Hughes

Position held in organisation: Show Secretary

Signed: Nathan Martin Hughes

Date: 15.04.2024

## Completed application forms should be returned to:

Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430

### Checklist:-

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- Submission of the application form is completed before the deadline date.

- You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



# Appendix One

# Llanharan Community Council Grant Feedback

Name:	Robert Hughes
Organisation:	Llanharan Horticultural Society
Address:	12 South View, Bryncae, Llanharan, CF35 6FF
Telephone:	01443 229420
Email address:	robert_hughes5@sky.com
Website:	N/A
Reason for previous application: (Project.activity name/details)	Contribution to running costs of the annual show
Amount received:	£750
Date received:	July 2023

I was happy with the application process?	Yes 🗖 No 🗖
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	The 2023 show was a huge success and saw a records number of entries into the resident's section.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430



# Appendix Two

# Llanharan Community Council Grant Spend Confirmation Form

Name:	Robert Stephen Hughes
Organisation:	Llanharan Horticultural Society
Address:	12 South View, Bryncae, Llanharan, CF72 9RQ
Telephone:	01443 229420
Email address:	robert_hughes5@sky.com
Date & Amount granted:	£750 – 27.07.2023
Specific reason for grant: What was the grant for:	Contribution towards running costs and prize money of the show.
Was the entire amount granted pent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	Yes, the entire grant was used to cover prize money and other aspects of the show. Due to a contribution from Llanharan Community Shop and a raffle, this year we are only requesting the council contribute to prize money and a van hire (if required), as we are in a position to fund other aspects ourselves.

Required for grants of £500 or more

Officers note: Is evidence required? (State what evidence is	
required here):	
Applicant to provide the evidence. Did the donation achieve its aims in relation to making a difference to the Community?	The 2023 show was a huge success and saw a records number of entries into the resident's section.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\square$ 

Return the completed form to:

## Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA

clerk@llanharan-cc.gov.wales 01443 231430

# THE LLANHARAN HORTICULTURAL SOCIETY THE 53<sup>rd</sup> ANNUAL LLANHARAN HORTICULTURAL SHOW



# SATURDAY 10<sup>th</sup> AUGUST 2024 LLANHARAN RUGBY CLUB JUDGING 11AM DOORS OPEN 2PM

### A WELCOME FROM THE SHOW SECRETARY

Hello and a warm welcome to this year's Horticultural Show.

Last year, the show took place at Bryncae Community Centre for the first time, and on behalf of the committee, we thank everyone at the Centre for their hospitality. This year, we return to our traditional home of Llanharan Rugby Club and we look forward to what will hopefully be another excellent day.

Despite one of the worst British summers that I can remember, which wreaked havoc with many flowers and vegetables, last year's show was once again filled with outstanding exhibits, across all sections. We also recorded the highest number of entries to date in the resident's section and the culinary section, and I very much hope that this is a trend that will continue.

Over half a century since the show first began, it continues to go from strength to strength and none of that would be possible without your support.

My sincere thanks to all at Llanharan Community Council and Llanharan Community shop for their continued financial support of the show, to the committee and to Llanharan RFC for the kind use of the hall today.

I wish you the most enjoyable of days.

N.M. Higloz

#### THE COMMITTEE

Neil McAndrew (Chairman)

Robert Hughes

Cllr Neil Feist

Wendy Scourfield

Nathan Hughes (Show Secretary)

Melanie Hughes (Treasurer)

Jolene Allen

#### JUDGES

Mr John Oliver (Treherbert) - Vegetables Mr Mark Ashton (Port Talbot) - Flowers Mr Terry Bratcher (South Devon) - Dahlias Mrs Adi Horn (Penyfai) - Culinary Mrs Jolene Allen (Llanharan) - Arts and Crafts & Photography Chair of Llanharan Community Council - Children's Section

#### MEDALS AND TROPHIES

NVS Medal for Best Vegetable Exhibit NDS Silver Medal for Best Dahlia exhibit in show NDS Bronze Medal for Best Dahlia vase in show WDS Silver Medal for Second Best vase in show WDS Bronze Medal at judges' discretion. John Evans Memorial Cup - Best in Show Len Price Memorial Cup - Best in Children's Section Joyce Worgan Memorial Cup - Best Welsh cakes George Rogers Memorial Cup - Flower Section Brynna Cup - Roses J. David Bowl - Dahlia Section Legion Challenge Cup - Vegetable Section (Collection Included) Bill Howells Memorial Cup - Vegetable Section (Collection Excluded) Mrs G. Cornelius Cup - Culinary Section Anniversary Shield - Photography Championship HA Jenkins Challenge Cup - Arts and Crafts Section The Stan Hughes 'Stanley' Memorial Cup - Best in Residents Section

#### **SCHEDULE**

Prize Money (Unless otherwise stated)

1st: £5.00 2nd: £2.50 3rd: £1.00

All entries 20p except classes marked with \* which are 50p

## **OPEN SECTION**

### DAHLIA SECTION - To be judged to NDS rules

- Three vases of Three blooms per vase. One variety per vase; Three varieties to be shown. If Poms, then Five Poms per vase. (1st: £10.00 2nd: £8.00 3rd: £5.00) \*
- Two vases of Three Blooms per vase. One variety per vase. Two classifications to be shown from classes 3-12 (1st: £6.00 2nd: £3.00 3rd: £2.00)
- 3. One vase of Three Water Lily Dahlias, any varieties
- 4. One vase of Three Medium Cactus or Semi-Cactus, any varieties
- 5. One vase of Three Small Cactus or Semi-Cactus, any varieties
- 6. One vase of Three Miniature Cactus or Semi-Cactus, any varieties
- 7. One vase of Three Medium Decoratives, any varieties
- 8. One vase of Three Small or Miniature Decoratives, any varieties
- 9. One vase of Five Pom Dahlias, any varieties
- 10. One vase of Three Ball Dahlias, any varieties
- 11. One vase of Three Collerettes, any varieties
- 12. One vase of Three Blooms, any class not mentioned above

- **13.** A vase of mixed Blooms, not more than Five Blooms (Classes 3-12), all in One vase, from at least Two classes
- Basket of Dahlias to contain no less than Twelve Blooms, to be staged for frontal effect

(1st: £6.00 2nd: £3.00 3rd: £2.00)

#### FLOWER SECTION

- 15. Display of Flowers space allowed 3ft x 3ft (1st: £10.00 2nd: £8.00 3rd: £5.00) \*
- 16. Three Gladioli
- 17. Three HT roses, any varieties
- **18.** One Rose (to be judged for scent only)
- **19.** One vase or bowl of roses (no more than Nine Blooms, any varieties)
- **20.** Vase Annuals (One kind, no Sweet Peas)
- 21. Vase of Mixed Flowers
- **22.** A Collection of Herbs (no less than Three herbs to be shown)
- **23.** Pot plant in flower (No Fuchsias)
- 24. Pot plant in foliage (No Fuchsias)
- **25.** One pot of Fuchsias
- 26. One Cacti or Succulent

#### VEGETABLE SECTION - to be judged to NVS rules

27. Collection of Four Vegetables (Quantities as shown in single classes 28-48)
(1st: £10.00 2nd: £8.00 3rd: £5.00) \*

- 28. Five Tomatoes
- **29.** Five Cherry Tomatoes
- **30.** Three Leeks
- **31.** Nine Runner Beans
- **32.** Three Carrots Long
- **33.** Three Carrots (Other than Long)
- 34. Three Parsnips
- 35. Five Potatoes White
- **36.** Five Potatoes Coloured
- 37. Two Cucumbers
- **38.** Three Onions from seed
- **39.** Three Onions from sets
- 40. Three Onions each under 250 grams
- 41. Nine Shallots (Pickling, not to exceed 30mm)
- 42. Nine Shallots Large
- **43.** Two Marrows
- 44. Three Globe Beet
- 45. Two Cabbage
- 46. Two Lettuce
- 47. Six Pods of Peas
- 48. Six French/Dwarf Beans
- 49. Six Broad Beans
- 48. Two Cauliflowers
- 49. Any vegetable not mentioned in any class above

### **CULINARY SECTION**

- **50.** Six Chocolate Brownies
- **51.** Six Welsh Cakes
- 52. Six Scones (plain or jam, no fruit or cheese)
- 53. One Lemon Drizzle Cake
- 54. One Fruit Cake
- **55.** One Traditional Victoria Sponge (with Jam and Cream)
- 56. Six Decorated Cupcakes
- 57. One Pot/Jar of Jam (Jars must be capable of opening)
- **58.** One Pot/Jar of Chutney (Jars must be capable of opening)
- **59.** A Bottle of Wine (Bottle must be capable of opening)

#### ARTS AND CRAFTS SECTION

- 60. A Collection of Five Photographs taken by the exhibitor, on the subject of 'The Natural World'

  (1st: £10.00 2nd: £8.00 3rd: £5.00) \*
- 61. A Single Photograph taken by the Exhibitor (Max. Size A4)
- 62. A Cross Stitched Item
- 63. A Painting or Drawing (Max. 2 per Exhibitor)
- 64. A Knitted Article
- 65. A Crochet Article
- 66. A Handcrafted Greetings Card
- 67. A Handmade Wooden Item
- 68. An Item made from Recyclable Materials (Max size 2ft x 2ft)

#### **RESIDENTS SECTION**

# Open to residents of the Llanharan Community Council Area (Llanharan, Llanilid, Bryncae, Brynna and Ynysmaerdy)

- **71.** One vase of mixed Dahlias, any varieties, a minimum of three flowers to be shown
- 72. One vase of Three Decorative or Ball Dahlias, any varieties
- 73. One vase of Sweet Peas (At least Four stems to be shown)
- 74. Three Roses, any varieties
- **75.** One Gladioli, any variety
- 76. Three Tomatoes
- 77. Three Potatoes, any varieties
- 78. Three Onions (from sets)
- 79. Three Globe Beet
- **80.** Three Pods of Peas
- 81. One Cucumber
- **82.** Six Runner Beans

#### CHILDRENS SECTION (Free Entry)

(All age limits are as at 10th August 2024)

#### Ages up to 11 (1st: £3.00 2nd: £2.00 3rd: £1.00)

- C1. Best Painting or Drawing
- C2. Best Hand Made Card
- **C3.** Best Handwriting (a short passage or poem to be copied by hand)

#### **Open Section (All ages up to 16)**

#### (1st: £3.00 2nd: £2.00 3rd: £1.00)

- C4. A Painted Stone
- C5. Best Painting or Drawing
- C6. Best Hand Made Card
- C7. Best Photograph (1st: £5.00 2nd: £2.50 3rd: £1.00)
- C8. Six Homemade Cookies
- **C9.** An Edible Animal (made out of fruit and/or vegetables)
- C10. An Item made from Recyclable Materials (Max size 2ft x 2ft)

All children are encouraged to enter. Entries are not limited to schools and children's clubs

#### \*\*\*\*

If you have any suggestions for any future classes, please let a member of the committee know.

#### Some Tips on Presenting Your Culinary Entries

All culinary entries are to be displayed on a plate and not in Tupperware style containers. These are not provided for you, you will need to bring your own.

#### Jams & Chutneys

- 1. Do not use commercial tops or jars
- 2. If using a metal top as a seal, there is no need for a waxed disc
- 3. Fill to the top of the jar to allow for shrinkage
- 4. Label the jar with the type and variety of produce. Please also include the day, month and year it was made

#### Large Cakes

- 1. Cakes are to be 8 inches round in size
- 2. Victoria Sponge must contain jam and cream, no variations

#### Apple Tart

1. Entries to be presented on a standard dinner plate

#### SHOW RULES

- 1. All protests to be made in writing by 3pm on day of Show accompanied by £3 deposit which is forfeited if overruled. Decision to be made by the Show Secretary, whose decision is final.
- Subject to rule 3, all entries must in by Friday 9<sup>th</sup> August 2024, 21:30. Entries will be accepted by post, phone (01443 229420), email (llanharanhorticulturalsociety@gmail.com and in person at 12 South View, Bryncae, Llanharan, CF72 9RQ.
- 3. The hall will be open 8:30am-11am on show day for entries to be placed on tables.
- 4. Entries will be accepted on the day if enough room is available at the discretion of the Show Secretary, with the exception of classes 1, 15, 27, 60 & C10.
- 5. Entries in flower section may be with or without foliage except where otherwise stated.
- 6. All trophies to be returned by 1st July, 2025.
- 7. All trophies are perpetual.
- 8. The Committee accepts no responsibility for loss or damage sustained by the public or exhibitors. This does not effect your statutory rights.
- 9. Strict attention must be paid to the schedule; if in doubt, ask.
- 10. Wherever possible, exhibitors should name varieties as this makes the show more interesting for all.
- 11. For the purpose of this Show, Flower entries must be shown in bowls or vases.
- 12. Any medals may be withheld if the judges feel the entries are of insufficient merit.
- 13. Vases are not provided by the Society.
- 14. All entries must not have been entered in previous Llanharan Horticultural Shows.
- 15. Prize money will be paid as soon as possible after the Presentation of Awards (approximately 4pm). Prize money paid by Prize Cards. No Card No Payment.
- 16. All produce must have been grown by the exhibitor. If in the opinion of the judges this is not so, then these entries will be disqualified and no appeal considered.
- 17. The Committee reserve the right to refuse entries from anyone who by the nature of their trade or profession hold an advantage over other competitors.
- 18. All enquiries to the Show Secretary.



Above—Karen Rowe with the HA Jenkins Challenge Cup for Best in Arts and Crafts and the John Evans cup, awarded for Best in Show at 2023 Horticultural Show.



# Thank you to all at Llanharan Rugby Club for the kind use of the hall and to all those who donated prizes for the raffle.

#### Van hire – if required - £242.40



			Bank	ĸ	
Starting E	Balance: 1st January 2023	563.88		Closing Balance:	652.38
	Money In			Money Out	
Date	Description	Amount	Date	Description	Amount
24/07/2023	Community Council Grant	750.00	24/05/2023	Stickers	10.65
08/08/2023	Community Shop Donation	250.00	26/05/2023	Schedules	298.00
18/08/2023	Cash in Hand Deposit	354.87	26/06/2023	Stamps	26.00
			07/07/2023	NVS Membership and Medal	29.60
			03/08/2023	NDS Membership and Medals (000003)	51.00
			08/08/2023	To Cash for Prize Money	750.00
			11/08/2023	Buffet Supplies	58.26
			14/08/2023	Refreshments	11.06
			14/08/2023	Stationary	13.80
			18/08/2023	Engraving of Anniversary Shield	18.00
Total		******	Total		1266.37
		_	ash in F		
Starting	Balance: 1st January 2023	C 26.17	ash in H	Closing Balance:	0.00
	Money In	26.17		Closing Balance: Money Out	
Date	Money In Description	26.17 Amount	Date	Closing Balance: Money Out Description	Amount
Date 08/08/2023	Money In Description From Bank for Prize Money	26.17 Amount 750.00	Date 12/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher	Amount 60.00
Date 08/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023	26.17 Amount 750.00 49.40	Date 12/08/2023 12/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver	Amount 60.00 20.00
Date 08/08/2023 12/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023 Raffle Money	26.17 Amount 750.00 49.40 156.00	Date 12/08/2023 12/08/2023 12/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver Prize Money	Amount 60.00 20.00 612.00
	Money In Description From Bank for Prize Money Entry Fees - Show 2023	26.17 Amount 750.00 49.40	Date 12/08/2023 12/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver	Amount 60.00 20.00
Date 08/08/2023 12/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023 Raffle Money	26.17 Amount 750.00 49.40 156.00	Date 12/08/2023 12/08/2023 12/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver Prize Money	Amount 60.00 20.00 612.00
Date 08/08/2023 12/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023 Raffle Money	26.17 Amount 750.00 49.40 156.00	Date 12/08/2023 12/08/2023 12/08/2023 18/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver Prize Money	Amount 60.00 20.00 612.00
Date 08/08/2023 12/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023 Raffle Money	26.17 Amount 750.00 49.40 156.00 65.30	Date 12/08/2023 12/08/2023 12/08/2023 18/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver Prize Money	Amount 60.00 20.00 612.00 354.87
Date 08/08/2023 12/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023 Raffle Money	26.17 Amount 750.00 49.40 156.00 65.30	Date 12/08/2023 12/08/2023 12/08/2023 18/08/2023 18/08/2023	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver Prize Money	Amount 60.00 20.00 612.00 354.87 1046.87
Date 08/08/2023 12/08/2023 12/08/2023	Money In Description From Bank for Prize Money Entry Fees - Show 2023 Raffle Money	26.17 Amount 750.00 49.40 156.00 65.30	Date 12/08/2023 12/08/2023 12/08/2023 18/08/2023 18/08/2023 Total	Closing Balance: Money Out Description Judge Expenses - Terry Bratcher Judge Expenses - Jon Oliver Prize Money Cash to Bank	Amount 60.00 20.00 612.00 354.87

Re: Hort show stuff	
BS Bev sainsbury To: You	← ≪
To whom it may concern	
I am happy that the accounts attached are a true and accurate reflection of spend through the last year an	d present cash in the bank.
Regards Bev Sainsbury Cost Management accountant CIMA	

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Date	Description	Туре	ln (£)	Out (£)	Balance (£)
18 Aug 23	MELANIE GEDDES 20000001182917188 ENGRAVING 608371 10 18AUG23 11:58	FPO		18.00	652.38
18 Aug 23	BRIDGEND (306734)	DEP	354.87		670.38
14 Aug 23	MELANIE GEDDES 60000001183840148 STATIONARY 608371 10 13AUG23 13:39	FPO		13.80	315.51
14 Aug 23	NEIL MCANDREW 10000001180689981 REFRESHMENTS 110091 10 13AUG23 13:14	FPO		11.06	329.31
11 Aug 23	MELANIE GEDDES 10000001180097689 BUFFET 608371 10 11AUG23 20:22	FPO		58.26	340.37
08 Aug 23	MOBILE CHEQUE COMMUNITY SHOP	DEP	250.00		398.63
08 Aug 23	BRIDGEND (306734) CD 5317 08AUG23	DEB		750.00	148.63
08 Aug 23	BRIDGEND (306734)	DEP	750.00		898.63
08 Aug 23	BRIDGEND (306734) CD 5317 08AUG23	DEB		750.00	148.63
03 Aug 23	000003	CHQ		51.00	898.63
24 Jul 23	LLAN COM COUNCIL LCC GRANT 2023 RP4659981797541600 201827 10 22JUL23 15:46	FPI	750.00		949.63
07 Jul 23	GOCARDLESS NATIONALVEGE-58HWQ	DD		29.60	199.63
02 Jun 23	MELANIE GEDDES 60000001143036696 STAMPS/ENVELOPES 608371 10 02JUN23 22:11	FPO		26.00	229.23
26 May 23	MELANIE GEDDES 50000001138325963 SCHEDULES 608371 10 26MAY23 12:20	FPO		298.00	255.23
24 May 23	MELANIE GEDDES 10000001133583847 PRIZE STICKERS 608371 10 24MAY23 17:06	FPO		10.65	553.23

#### Treasurers Account Statement

LLOYDS BANK

Printed: 14 July 2024

Llanharan Horticultural Society
12 SOUTH VIEW
BRYNCAE
LLANHARAN
PONTYCLUN
MID GLAMORGAN
CF72 9RQ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Sort code 30-96-26 Account number 79634660

BIC: LOYDGB21446 IBAN: GB60 LOYD 3096 2679 6346 60

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Туре	ln (£)	Out (£)	Balance (£)
09 Jul 24	GOCARDLESS NATIONALVEGE-58HWQ	DD		29.60	284.78
08 Jul 24	LNK NOTEMACHINE CD 4219 08JUL24	CPT		10.00	314.38
26 Apr 24	LNK THE COOPERATIV CD 4219 26APR24	CPT		30.00	324.38
12 Apr 24	MELANIE GEDDES 30000001332132047 SCHEDULES 608371 10 12APR24 15:02	FPO		298.00	354.38
18 Aug 23	MELANIE GEDDES 200000001182917188 ENGRAVING 608371 10 18AUG23 11:58	FPO		18.00	652.38
18 Aug 23	BRIDGEND (306734)	DEP	354.87		670.38
14 Aug 23	MELANIE GEDDES 600000001183840148 STATIONARY 608371 10 13AUG23 13:39	FPO		13.80	315.51
14 Aug 23	NEIL MCANDREW 100000001180689981 REFRESHMENTS 110091 10 13AUG23 13:14	FPO		11.06	329.31
11 Aug 23	MELANIE GEDDES 100000001180097689 BUFFET 60837 10 11AUG23 20:22	1 FPO		58.26	340.37
08 Aug 23	MOBILE CHEQUE COMMUNITY SHOP	DEP	250.00		398.63
08 Aug 23	BRIDGEND (306734) CD 5317 08AUG23	DEB		750.00	148.63
08 Aug 23	BRIDGEND (306734)	DEP	750.00		898.63
08 Aug 23	BRIDGEND (306734) CD 5317 08AUG23	DEB		750.00	148.63
03 Aug 23	000003	CHQ		51.00	898.63
24 Jul 23	LLAN COM COUNCIL LCC GRANT 2023 RP4659981797541600 201827 10 22JUL23 15:46	FPI	750.00		949.63
07 Jul 23	GOCARDLESS NATIONALVEGE-58HWQ	DD		29.60	199.63
02 Jun 23	MELANIE GEDDES 60000001143036696 STAMPS/ENVELOPES 608371 10 02JUN23 22:11	FPO		26.00	229.23
26 May 23	MELANIE GEDDES 50000001138325963 SCHEDULES 608371 10 26MAY23 12:20	FPO		298.00	255.23

22 Jul 22	000001	CHQ		44.00	165.36
27 Jul 22	LLAN COM COUNCIL LCC GRANT 2022 RP4659988114212200 201827 10 27JUL22 11:59	FPI	950.00		1115.36
08 Aug 22	W'DHAM ST BRIDGEND CD 5317 08AUG22	DEB		900.00	215.36
15 Aug 22	ROBERT HUGHES 50000000982432141 SHOW EXPENSES 404762 10 14AUG22 13:34	FPO		61.48	153.88
17 Aug 22	W'DHAM ST BRIDGEND	DEP	450.00		603.88
20 Dec 22	000002	CHQ		40.00	563.88
24 May 23	MELANIE GEDDES 100000001133583847 PRIZE STICKERS 608371 10 24MAY23 17:06	FPO		10.65	553.23

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at <a href="http://www.FSCS.org.uk/">www.FSCS.org.uk/</a>.

Please find attached the following Completed grant form 2 Separate pages with signatures for Neil McAndrew and Graham Boucher Copy Tenancy agreement showing our rules Income and expenditure sheet for 2023 which was presented and approved at our 2024 AGM Bank statements for the 2 accounts that we hold. Copy quotation for the work to be carried out to reroof our allotment shed, as I said we have only been able to obtain one quotation as we have not been able to get any

In terms of monies held by the Association in our bank accounts this is made up of our working capital and an emergency fund. Each year we buy and stock compost, fertilizer and gardening sundries for sale to our members, to allow us to buy materials at the lowest price possible we buy in bulk.

Please let me know if you need additional information.

Regards

other quotes.

Neil McAndrew Secretary Brynna Allotment Association



To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a general Grant, the application form must ordinarily be completed and returned by the end of June for consideration in July and by the end of December for consideration in January. Applications may be submitted to subsequent grant meetings under certain circumstances if appropriate.

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback forms in Appendix One and Appendix Two.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

## Clerk to the Council Llanharan Community Council

clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

## LLANHARAN COMMUNITY COUNCIL

## **Grant Aid Application Guidance Notes**

Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

## Eligibility

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

### Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

## All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted. Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

## **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

## LLANHARAN COMMUNITY COUNCIL

## **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU				
Name of Organisation:	Brynna Allotment Association			
(Please note that if you are				
successful, payment will be made				
to a bank account registered in				
this name).				
Registered Charity Number (if	N/A			
applicable)				
Name of Main Contact:	Neil McAndrew			
(All correspondence will be	Secretary			
addressed to this person)				
Full Postal Address of	117 Hillcrest.			
Applicant:	Brynna.			
	CF72 9SN			
Contact Telephone Number:	Daytime:			
-	Mobile:			
	0796247			
	4625			
Main Contact Email Address:	Brynna.allotment@gmail.com			
Has the organisation received Grant Aid from Llanharan				
Community Council in the past 3	years? NO			
If the answer is yes, please comp	lete the box below:			
Date	Amount			
	£			
	£			
	£			
	£			
Has an Appendix Two, 'Grant spend				
confirmation form' been satisfactorily				
completed for the most recent grant	Yes 🛛 🛛 No 🗖			
Appendix Two MUST be completed				
for the application to be considered.				

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

Our association is the second largest allotment site in Wales We have 95 allotment plots on site. As well as the plot holders, gardeners and other allotment holders who are members of the Association use our allotment shop. We host a very strong community gardening group in association with LCDP. Regular users of the community garden include Brynna School, Beavers and Happy Dayz.

Our garden shop serves the community of Llanharan and Brynna allowing access to buy garden sundries, fertilizers and compost at just above wholesale prices which are much lower than the shops and Internet. This enables those less well off in our community access to professional products that otherwise would be beyond their financial ability thus giving them the opportunity to grow wholesome quality fruit and vegetables for their families.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area? 122 90%

Are you a no	ot for	profit	organisation?	
,			0	

Yes X 🗆 No 🗆

How long has the organisation been established? January 1932 is the earliest minute book, the allotments have been in use since 1904.

## SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of <u>specifically</u> what you intend to use the Grant Aid for?

The allotment shop, where we operate from and store and sell gardening supplies and materials, has a corrugated steel roof which has come to the end of its life. It has been repaired and resealed in the past but is at a stage where it needs replacing.

We are requesting a grant to carry out this work.

How will the Grand Aid benefit the Community?

The benefits of our gardeners being able to purchase these goods locally are many fold as below: -

1. The low cost at which we sell reduces the cost in these times of the cost of living crisis.

2. Our activities as collective growers is regarded as one of the most important methods of reducing our carbon footprint with 1kg of everything produced saving 2kg of carbon.

3. Providing an environment which reduces mental health issues.

4. Many of the Gardeners are organic thus benefiting pollinators and the ecosystem within our community.

5. We actively encourage water harvesting.

6 Reduction in food miles.

Please provide the dates you intend to start and finish the project. Start Date: July 2024

Completion Date: August 2024

**SECTION C:** How much Grant Aid is being applied for?

What is the total cost of the project/items for which Grant Aid is required? £2100

What is the amount of Grant Aid the organisation would like to apply for? £1946.98

What other sources of funding have been approached, or are available for the project? None

Supply the following information dependant on grant applied for.
A. Up to £100
<ul> <li>Organisation/Group constitution or rules</li> </ul>
B. £101 - £499
Income and expenditure account/balance sheet
<ul> <li>Last bank statement <u>for ALL bank accounts</u></li> <li>Constitution or rules</li> </ul>
<ul> <li>VAT registration - NO</li> </ul>
<ul> <li>Is the organisation profit making? NO</li> </ul>
<ul> <li>Provide quotations for items the Grant will be used for.</li> </ul>
0 0500 00 000
C. £500 - £2,000 • As requested in B
<ul> <li>Latest audited/ratified accounts and balance sheet.</li> </ul>
Section D: Sustainability
Will the project/activity continue after this funding has ended?
Yes □ No X□
If yes, provide details.
Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (Use name of the organisation applying as in Section A)

Brynna Allotments Association Account Number 30699594

Sort Code

20 18 27

#### SECTION F: Completing the application

Your Signature – This must be the signature of the main contact named in Section A

#### Declaration:

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Ν

Signed: Neil McAndrew

Date: 30.6.2024

Position held in organisation: Secretary

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Please note that	t this form	requires tw	o signatures:
------------------	-------------	-------------	---------------

Second Signature:

Position held in organisation: Graham Boucher - Treasurer

Signed:

GBarder

Date: 30.6.24

**Completed application forms should be returned to:** Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430

#### Checklist:-

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- Submission of the application form is completed before the deadline date.

11 | Page

- You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

## Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



## Appendix One

## Llanharan Community Council Grant Feedback

Neme	
Name:	
Organization	
Organisation:	
Address:	
Audiess.	
Tolophono:	
Telephone:	
Energi e delucioni	
Email address:	
Website:	
Reason for previous application:	
(Project.activity name/details)	
Amount received:	
Amount received:	
Date received:	

I was happy with the application process?	Yes 🗆	No 🗆
If your answer to the above question is no, please give further details to enable us to improve the application process.		
How has the donation made a difference to the Community?		

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430



## Appendix Two

## Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	
• · · ·	
Organisation:	
Address:	
Address.	
Telephone:	
Email address:	
Date & Amount granted:	
Specific reason for grant: What	
was the grant for:	
Was the entire amount granted	
spent on what was in the	
application? If not provide a	
narrative on what it was spent on	
and/or how much of the grant	
remains unspent.	

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	
Did the donation achieve its aims in relation to making a difference to the Community?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA clerk@llanharan-cc.gov.wales

01443 231430

# Brynna Allotment Association

**Tenancy and Membership Agreement** 

THIS AGREEMENT is made the	_ day of	
----------------------------	----------	--

#### BETWEEN

(1) Brynna Allotment Association, The Allotment shed, Rear of Williams Street, Brynna.

("the Association") and

2)	
of	
Те	91
En	nail
("tl	he Tenant")

NOW IT IS AGREED as follows:

#### 1. Interpretation

- 1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.
- 1.2. Where the Tenant is more than one person the obligations and liabilities will be joint and several obligations and liabilities of those persons.
- 1.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

#### 2. Allotment

2.1. The Association agrees to let and the Tenant agrees to take all that piece(s) of land situate at "Brynna Allotment Site" numbered

\_\_\_\_\_ on the Association's allotment plan and containing

approximately \_\_\_\_\_ perch ("the Allotment Garden").

#### 3. Tenancy and Rent

3.1. The Allotment Garden shall be held on a yearly tenancy from

Total per year £a	ıt
an annual plot rent of £	
Garage rent of £	-
Loft rent of £	-
Association membership of £	_

and which is payable to the Association by the Tenant on the first day of March of each year ("the Rent Day").

- 3.2. Any rent and membership increase will be given by the Association to the Tenant following agreement in an AGM and will take effect from the date of the next Rent Day.
- 3.3. Water supply shall (not) be included in the rental charge. (If not included see Schedule 1 condition 5.1)
- 3.4. Where additional amenities are provided on the Allotment Site these will be taken into account when setting the following year's rent.

#### 4. Cultivation and Use

- 4.1. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.
- 4.2. The Tenant may not carry on any trade or business from the Allotment Site (A small amount of surplus produce may be sold as ancillary to the provision of crops for the family.)
- 4.3. The Tenant shall have at least ¼ of the Allotment Garden under cultivation of crops after 3 months and at least ¾ of the Allotment Garden under cultivation of crops after 12 months and thereafter.
- 4.4. The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc is 20%.

#### 5. Prohibition on Underletting

5.1. The Tenant shall not underlet, assign or part with possession of the Allotment Garden or any part thereof. (This shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday, the site representative to be informed of the other person's name.)

#### 6. Conduct

- 6.1. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site.
- 6.2. The Tenant must comply with the conditions of use attached as Schedule 1.
- 6.3. The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site and must conduct themselves appropriately at all times.
- 6.4. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment Garden.
- 6.5. The Tenant must comply at all times with the Constitution of the Association from time to time.(a copy of the Constitution will be provided as required.
- 6.6. The Tenant shall not enter onto any other plot at any time without the express permission of the relevant plot holder.
- 6.7. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another plot without the express permission of the relevant plot holder. The Tenant is responsible for the actions of children and others entering the Allotment Site with his permission.
- 6.8. The Tenant must not remove produce from any other plot without the express permission of the relevant plot holder.

#### 7. Lease Terms

7.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Association hold the Allotment Site.

#### 8. Termination of Tenancy

8.1. The tenancy of the Allotment Garden shall terminate

- 8.1.1. automatically on the Rent Day next after the death of the Tenant, or
- 8.1.2. on the day on which the right of the Association to occupy determines by reason of notices served on the Association in compliance with S1(b) (c) or (d) Allotments Act 1922, or
- 8.1.3. by re-entry after three months previous notice in writing to the Tenant on account of the land being required for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or
- 8.1.4. by the Association giving the Tenant at least twelve months notice in writing expiring on or before 6 April or on or after 29 September in any year, or
- 8.1.5. by the Tenant giving the Association 28 days notice in writing, or
- 8.1.6. by re-entry if the rent is in arrears for not less than 40 days, or
- 8.1.7. by re-entry if the Tenant is not duly observing the conditions of this tenancy, or
- 8.1.8. by re-entry if the Tenant becomes bankrupt or compounds with his creditors.
- **9.** In the event of the termination of the tenancy the Tenant shall return to the Association any property (keys, etc.) made available to them during the Tenancy and shall leave the plot in a clean and tidy condition. If in the opinion of the Association the plot has not been left in a satisfactory condition, any work carried out by the Association to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

#### 10. Change of Address

10.1. The Tenant must immediately inform the Association of any change of address.

#### 11. Notices

- 11.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by registered post or recorded delivery. A notice may be sent by email if a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day.
- 11.2. Any notice served on the Tenant should be delivered at or sent to his last known home address. Any address served on the Association should be sent to the address given in this agreement or any address specified in a notice given by the Association to the Tenant.
- 11.3. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting whether it is received or not.
- 11.4. A notice sent by email is to be treated as served on the day on which it is sent or the next working day where email is sent after 1600 hours or on a non working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

#### Executed by the Association by signing by one member of the committee

Signed by the

Tenant

In the presence of

#### SCHEDULE 1

#### Conditions of Use

#### 1. Trees

- 1.1. The Tenant shall not without the written consent of the Association cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.
- 1.2. The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Association.

#### 2. Hedges and Paths

- 2.1. The Tenant shall keep every hedge that forms part of the boundary of his Allotment Garden properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his Allotment Garden.
- 2.2. The Tenant shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site.
- 2.3. Public paths and haulage ways (roads) must be kept clear at all times.
- 2.4. All paths must be kept a minimum of 45 centimetres wide.

#### 3. Security

3.1. The allotment has gates at some entry and exit points, these may be locked at sometimes if there are issues with security of fly tipping.

#### 4. Inspection

4.1. An officer of the Association if so directed may enter allotment gardens for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, polytunnels and any livestock and full access must be given by the Tenant to the officer at a mutually agreed, mutually convenient time.

#### 5. Water/Hoses /Fires

- 5.1. Where supplied, the Tenant shall within 21 days of demand pay such reasonable sum as may be demanded of him for the cost of his water use.
- 5.2. The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
- 5.3. The Tenant shall have consideration at all times for other tenants when extracting water from water points. No hoses are to be used at any time.
- 5.4. Fires are allowed for the burning of materials from the Allotment Garden only i.e. diseased plants and dried-out organic material that will burn without smoke or hazardous residue, between the hours of 15.00 and 19.00 and 15.00 and dusk in winter. All fires must be attended at all times and not cause a nuisance to neighbouring residents or other plot holders. All fires must be fully extinguished before leaving the site. The Tenant shall not bring or allow to be brought on to the Allotment Site any materials for the purpose of burning such waste.

#### 6. Dogs

6.1. The Tenant shall not bring or cause to be brought onto the Allotment Site a dog unless it is held at all times on a leash, and remains on the Tenant's Allotment Garden only. Any faeces to be removed and disposed of off-site by the Tenant.

#### 7. Livestock

7.1. Except with the prior written consent of the Association the Tenant shall not keep any animals or livestock on the Allotment Garden save domestic poultry and racing pigeons to the extent permitted by section 12 Allotments Act 1950. (Such animals not to be kept for trade or business purposes and accordingly to be limited in number as the Association may provide in writing.) 7.2. Livestock must be kept so that they are not prejudicial to health or a nuisance.

#### 8. Buildings and Structures

- 8.1. The Tenant shall not without the written consent of the Association erect any building or pond on the Allotment Garden, provided that consent shall not be refused under this clause for the erection of any building reasonably necessary for the purpose of keeping domestic poultry or racing pigeons or be unreasonably withheld for the erection of a garden shed, greenhouse or polytunnel the maximum size and positioning of which shall be determined by the Association. The Tenant may also require permission from the relevant planning authority.
- 8.2. Only glass substitutes such as polycarbonate, perspex or other alternatives may be used in any permitted structures.
- 8.3. The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Association.
- 8.4. Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.
- 8.5. The Association will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.

#### 9. General

- 9.1. The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.
- 9.2. The Tenant must cover any manure on the Allotment Garden which has not been dug in.
- 9.3. All non-compostable waste shall be removed from the Allotment Site by the Tenant.

9.4. The Tenant shall not utilise carpets or underlay on the Allotment Garden.

#### 10. Chemicals, Pests, Diseases and Vermin

- 10.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.
- 10.2. When using any sprays or fertilisers the Tenant must
  - 10.2.1. take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and
  - 10.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
  - 10.2.3. comply at all times with current regulations on the use of such sprays and fertiliser.
- 10.3. The use and storage of chemicals must be in compliance with all the relevant legislation.

#### 11. Notices

11.1. The Tenant shall not erect any notice or advertisement on the Allotment Site without prior consent of the Association.

#### 12. Car Parking

- 12.1. Only the Tenant or persons acting for them shall be permitted to bring cars onto the site and they must be parked not to obstruct the haulage ways at any time. Cars may not be parked for consecutive overnight periods.
- 12.2. The Tenant shall not permit the playing of any games on any part of the Allotments nor permit parking of any caravans or motor homes

or other vehicles or tents thereon and shall not permit any person to reside thereon.

#### 13. General Data Protection Regulations (GDPR)

13.1 The Brynna Allotment Association will store and use personal data of the Tenants and Members for the purposes of administering the Association and involvement in Association activities. The data will be collected and processed in accordance with the Brynna Allotment Association Privacy Policy. Tenants and Members understand that by signing this Tenancy Agreement they are consenting to their data being used in this way.

Year	Amount Paid	Date	Signed
		1	

Year	Amount Paid	Date	Signed

Please find attached our 2023 accounts which were approved in our AGM dated 27/03/2024.

Headings are as follows BHGS- company who supplies fertilizers and compost INS - 3rd party liability insurance C/A- Payment of lease to Cooke and Arkwright NAS- Membership of National Allotment Society Loach- Purchase of compost M'ance- Hall Maintenance

Membs- Plot rent and membership

#### **BRYNNA ALLOTMENTS 2023**

<b>Bank Opening</b>		Closing
current a/c	4467	4392
deposit a/c	1670	1686

Expenditur	e:	6877						
BHGS	INS	C/A	Stat	N.A.S	Loach	Hall	M'ance	
1244	206	100	12	318	3993	20	984	

Income: 6802 Membs Wayleave Sales 5327 48 1427

Treasurer GBarch.



BRYNNA ALLOTMENTS ASSOCIATION

Sort Code 20-18-27 Account No 63909506 SWIFTBIC BUKBGB22 IBAN C848 BUKB 2018 2763 9095 06 Issued on 18 June 2024

MG 027256 F1VI207A 709F304RF00126 38900 B 38254

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1/2

THE OFFICIALS BRYNNA ALLOTMENTS ASSOCIATION 98 HILLCREST BRYNNA PONTYCLUN CF72 9SN



## Your Business Premium Account

### At a glance

Date	Description	Money out £	Money In £	Balance £
16 Mar Start Balance				1,692.68
3 Jun	% Interest Earned Gross For The Period 4 Mar - 2 Jun		6.33	1,699.01
17 Jun	Balance carried forward			1,699.01
	Total Payments/Receipts	0.00	6.33	
		second statements and the second statements	the second se	

Start balance	£1,692.68		
Money out	£0.00		
Money in	£6.3		
Gross interest earr	ned £6.33		
End balance	£1,699.01		

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

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Page 1



#### BRYNNA ALLOTMENTS ASSOCIATION

Sort Code 20-18-27 Account No 30699594 SWIFTBIC BUKBC822 IBAN CB60 BUKB 2018 2730 6995 94 Issued on 24 June 2024

THE OFFICIALS BRYNNA ALLOTMENTS ASSOCIATION 98 HILLCREST BRYNNA PONTYCLUN CF72 9SN

RE

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## Your Community Account

#### At a glance

Date	Des	cription	Money out £	Money In £	Balance i
22 May	Sta	rt Balance			6,222.00
23 May	-	Deposit at Barclays Brynna Allotments Ref: 11.5123Maylkpob000		400.00	6,622.00
7 Jun	1	Cheque Issued Ref: 100377	1,412.70		5,209.30
	-	Deposit at Barclays Brynna Allotments Ref: 14.0007)unikpob000		310.00	5,519.30
21 Jun	Bala	ance carried forward			5,519.30
	Tot	al Payments/Receipts	1,412.70	710.00	

22 May - 21	Jun 2024
Start balance	£6,222.00
Money out	£1,412.70
Commission charge	es £0.00
Money in	£710.00
Gross interest earr	ned £0.00
End balance	£5,519.30

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Barclays Bank UK PLC. Authorised by the Prodential Regulation Authority and regulated by the Financial Conduct Authority and the Prodential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

## KP Roofing & Cladding

Our Ref: BAA-0624

#### Date: 28<sup>th</sup> June 2024

#### Quotation for Re-roofing the Brynna Allotment Shop

Dear Steve,

The following quotation is for:

Removal and disposal of current roofing material, this does not extend to the current under roof insulation. Make good timber roof trusses where required (as this is currently unknown, this has not been included in the price). Clean off gable end timber protrusions to accommodate new bargeboards. Install new Vandyke Brown plastic coated metal roofing sheets, including a single tier up and over of clear Filon Perspex roofing sheet to provide natural light to the far end of the shop.

Install roofing ridge and foam fillers to the apex of the new roof, and gable end bargeboards, all flashings being the same material and colour as the roofing sheets. Install timber facia (supplied by Brynna Allotment Association), to both sides at eaves level, to accommodate new 8m lengths of plastic guttering and downpipes to both sides of the building. All fixings and sealants are included.

The cost for the above is:

 Materials:
 1446.98 (including VAT)

 Labour:
 500.00

 Total:
 **1946.98**

Yours sincerely

Kevin Pope

the 1st Danhard Rainbar Audos t t t Application form on trahall of I believe that our Gringuiding Canly Commissions has already Neazo find enclosed the Grann E mailed the Contral Glamozan Many thailes Cauly Constitution. Caroline Price 28/0/24 an Invoice showing au mamber at the moment, so what to The Girlquiding websilve is da Hope the how written copy will as bound pail in Edomand acceptable. 

## LLANHARAN COMMUNITY COUNCIL

## **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation:	
(Please note that if you are	1st Llanharan
successful, payment will be made	I Liannadai
to a bank account registered in	Rainbau Guides
this name).	
<b>Registered Charity Number</b> ( <i>if</i> applicable)	
Name of Main Contact:	
(All correspondence will be	Caroline Price
addressed to this person)	
Full Postal Address of	5 Vale View,
Applicant:	Manharan, Pantyclus,
	CF729QX
Contact Telephone Number:	Daytime: O1443 228760
	Mobile: 07799230904
Main Contact Email Address:	cipricea) hotmail.co.uk.
Has the organisation received Gr Community Council in the past 3	
If the answer is yes, please comp	-
Date	Amount
16/8/21	£ 400
	£ 400
25/71/22	
221-7123	
221-7123	£ 4.50
	£ 450 £
Has an Appendix Two, 'Grant spend	£ 4.50

Please provide a brief description of the main aims and activities of the organisation applying for a Grant. To provide fun activities for gits aged 5-tops in a safe environment. To welcome gits inte the Gristqueding family, enjoying craft, messic, and trips led by fully travised adult volunteers. IL gives the girls the opportunity to make need forwards and gain valuable skills, as well as building on their salf-esteem. How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area? At the moment, there are 19 Railbours and 5 adult volunteers. Araerd 80 % of the guts live locally. Are you a not for profit organisation? Yes 🗹 No 🗆 How long has the organisation been established? October 1993 Sept/

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID? Please provide a brief description of specifically what you intend to use the Grant Aid for? The Grant would help to being badges and conficted for the unit. It would also go tawards beying plants and builds for the war Memorial and arand the Chever ball. How will the Grand Aid benefit the Community? It would recognise the benefit of howing a Grirlguiding with in the asea for air yourgest members. Please provide the dates you intend to start and finish the project. Start Date: From this date. Completion Date: pring no

#### SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project/items for which Grant Aid is required?

What is the amount of Grant Aid the organisation would like to apply for?

E 100

What other sources of funding have been approached, or are available for the project?

We claim Gift Aid and fund raise.

Supply the following information dependant on grant applied for.

A. Up to £100 🗸

• Organisation/Group constitution or rules

B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement <u>for ALL bank accounts</u>
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.

C. £500 - £2,000

- As requested in B
- Latest audited/ratified accounts and balance sheet.

Section D: Sustainability Will the project/activity continue after this funding has ended? Yes 🗹 No 🗆 If yes, provide details. We will contrarue to provide Girlquidulg activities in Washasan for girls from all backgrounds. Section E: Payment Details If your application is successful, payment will be made using the details below. Account Name (Use name of the organisation applying as in Section A) 1st Llanharan Rainbaus Account Number 97916705 Sort Code 090155

SECTIO	ON F: Completing the	application	
	and a completing the	MANNAGANAI	an an an an Angalan an an 1996 an an Angalan an Angalan an Angalan an Angalan an Angalan an Angalan an Angalan Angalan ang ang ang ang ang ang ang ang ang a
	gnature – This must be in Section A	the signature of the	main contact
Declara	ntion:		
i.	I certify that the inform correct.	ation contained in th	nis application is
ii.	If the information chan Community Council.	iges in any way I wil	l inform Llanharan
Signed:	CIPrice	Date:	5116/24
Position	held in organisation:	Juides - Treas	Deeler
	note that this form rec		
Second	Signature:	e Pring	206
Position	held in organisation:	Searchary -	
Signed:	N2'	Date:	27/6/24
-	ted application forms	should be returne	d to:
	the Council		
2 Chape	an Community Council		
Llanhara			
CF72 90	QA		
clerk@ll 01443 2	anharan-cc.gov.wales 31430		

#### **Checklist:-**

- $\checkmark\,$  A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.

- ✓ You have considered any Equality impact issues in your application.
- If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



**Appendix One** 

## Llanharan Community Council Grant Feedback

Name:	Caroline Price	
Organisation:	1st Llanharan Rainbas Guides	
Address:	5 Vale View. Llarhavan Ponhyclun CF7290X	
Telephone:	01443 228760	
Email address:	erprice a) holmoul, co. ulc	
Website:		
Reason for previous application: (Project.activity name/details)	To subsidise the cost of Girlguiding membership; to contribute to the cost of books, badges and conficates and to contrine to plant flewe and buelds around to war men and Churchhall.	৩১
Amount received:	E 450	
Date received:	22/7/23	

I was happy with the application process?	Yes 🕼 No 🗆	
If your answer to the above question is no, please give further details to enable us to improve the application process.		
How has the donation made a difference to the Community?	The Grant was used to help keep Girlgwiding in this area for 5 - Tyr olds, enabling them to remain men of Girlgwiding by subsidising the cost of mombership renewal.	m bes Ce

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430



## Appendix Two

## Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	Caroline Price.
Organisation:	As per Appendix one -
Address:	1)
Telephone:	
Email address:	<u> </u>
Date & Amount granted:	)
Specific reason for grant: What	
was the grant for:	$\sim$ $)$
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	Yes- See Appondix one.

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	Accerting involves. Website is down. Have provided hardwritten note for now.
Did the donation achieve its aims in relation to making a difference to the Community?	Yes

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430

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ربی جعر اللاحی	5 C	25 25 25 25 25 25 25 25 25 25 25 25 25 2	18.05 <sup>£18.05</sup>				-
A TOOOLS OF PROF. Dould forget it. HOLL	Waterton Reta Bridgent CF31 31N - CF31 31N - 01656 750 339 VAT no. 591272335 VAT no. 591272335 SALE TRANSACTION	The Daffodil Collect $\mathcal{C}$ The Daffodil Collect $\mathcal{C}$ The Daffodil Collect $\mathcal{C}$ Un ukainbowTopper 'ens 'ens 'ens 'ens 'ens 'ens 'ens 'ens	ance to pay Ectended to the second second the second	AID: A000000041010 Debit Mastercard Card: **********82f PAN Seq Nr: 01 Start: **/** Expiry: **/**	CONTACTLESS SALE TOTAL: GBP18.05 NO CARDHOLDER VERTETCATTON	0 100	Please retain for your records CUSTOMER COPY **YOU HAVE SAVED 2.47 ON OUR MULTISAVE PROMOTIONS**

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Girlguiding Central Glamorgan County

## GIRLGUIDING CENTRAL GLAMORGAN

COUNTY CONSTITUTION Updated August 2020



## CONSTITUTION OF GIRLGUIDING CENTRAL GLAMORGAN COUNTY BUSINESS COMMITTEE

#### 1. FUNCTION

The function of the County Business Committee ("the County Committee") of **Girlguiding Central Glamorgan** ("the Guide County") is to direct the general development and foster the growth and spirit of The Guide Association within the County of Central Glamorgan in accordance with the provisions of The Guiding Manual and the Handbooks of the Guide Association in force from time to time. The voting members of the County Committee are the charity trustees of the Guide County in accordance with the provisions of the Charities Act.

#### 2. THE COUNTY COMMITTEE

#### 2.1 Membership

The County Committee shall have the following members: -

The County President by invitation The County Commissioner The Assistant County Commissioner(s) (2) The Division Commissioners ((9 Divisions) District if Division shared) The County Minutes Secretary The County Treasurer The County Trefoil Guild Chairperson The Chairperson of the Guiding Development Committee The Adviser for Public Relations The Chairperson of the Gorwelion Management Committee A Member(s) of the Junior Council of the County Other Advisers appointed to the Committee by the County Commissioner and whose appointments are ratified by the County Commissioner and whose appointments are ratified by the County

#### 2.2. Chairpersonship

The County Commissioner shall be Chairperson of all meetings of the County Committee and may appoint a Chairperson who will preside in her absence.

#### 2.3 Convening Meetings

The County Commissioner shall call at least three meetings of the County Committee to be convened in each year by written notice by electronic communication to the members of the County Committee specifying the agenda for the meeting and posted not less than 4 days before the date of the meeting.

#### 2.4 Substitutes

If a Division Commissioner is unable to attend a meeting, she must nominate any member of her Division Committee to attend in her absence with power to vote on behalf of the Division.

#### 2.5 Voting

- **2.5.1** All core members of the County Committee are entitled to vote.
  - > The Chairperson
  - Assistant County Commissioners
  - > Division Commissioners (or their representatives)
  - > The Chairperson of the Guiding Development Committee
- **2.5.2** Each Division shall have one vote only by its Commissioner or her representative

#### 2.6 Quorum

There shall be a quorum if at least one third of the voting members are present, including the Chairperson, an Assistant C.C. the County Treasurer or the County Administrator.

#### 2.7 Invitations

The County Commissioner may invite any person to attend any meeting or part of a meeting for a specific purpose. Such person(s) may speak with the permission of the Chairperson but shall have no vote. Other Advisers and Consultants may be invited to attend when necessary.

#### **3 SUB-COMMITTEES**

#### 3.1 Sub Committees to be formed

The County Committee may set up such sub-committees, or ad hoc committees, of the County Committee as it may from time to time deem necessary and shall determine whether or not the sub-committee, if permanent, is to have a formal written constitution. The constitution and any amendment to it must be ratified by the County Committee.

For example: -Gorwelion Must have a written constitution, as so should all other County properties

#### 3.2 Chairpersonship

The Chairperson of each sub-committee is appointed by the County Committee, for an initial period not exceeding three years in total with the possibility of extending this period for a further two years but not exceeding five years in total.

#### 3.3 Ex Officio Members

The County Commissioner, Assistant Commissioners, or County Secretary shall have ex officio membership of all sub-committees.

#### 3.4 Appointment of members

The County Committee in consultation with the Chairperson of each subcommittee shall appoint members of the sub-committee.

#### 3.5 AD HOC COMMITTEES

The terms of reference and membership (other than the Chairperson) of any ad hoc committees shall be decided by the County Committee

#### 4. FINANCE

Any bank account opened by the County Committee or any sub committee shall be operated only on the signatures of at least two members of the County Committee or the sub-committee accordingly. GG Policy and procedures apply accordingly.

Consent for expenditure shall be in accordance with the parameters set out below:

Up to £500 on the authority of the Treasurer. Up to £1,000 with the approval of the Chairperson or Secretary Over £1,000 the expenditure must be approved by the County Committee - such consent shall not be unreasonably withheld.

The County Committee shall ensure that adequate insurance cover for its property is maintained and reviewed from time to time.

#### 5. HEAD OF PROPERTIES

The county has a head of properties who is irresponsible for the over seeing of all county buildings. The position is one of go-to for advice and guidance in the management of each property.

All properties have their individual property manager and committee. The property manger will report to the Head of properties. Each of the individual property chairs form part of the property group managed by the head of properties.

#### 6. PRESIDENTS AND VICE PRESIDENTS

- 6.1 The President and Vice Presidents are appointed by the County Commissioner with the agreement of the County Committee. Upon finishing her term of office the former County Commissioner will be invited to becomes a county Vice President.
- 6.2 Vice Presidents shall be appointed for life or until such time as they resign.

#### 7. ANNUAL REVIEW

The Annual Review of the Guide County shall be held once in each calendar year to celebrate the achievements of the County. The Annual report and a Statement of Accounts prepared in accordance with the relevant provisions of the Charities Acts will be presented to the County Committee and available to the County for comment.

#### 8. COUNTY DIRECTORY

Is available via Go for each Division and the County Go coordinators manage appropriate requests.

#### 9. CONSTITUTION

#### 9.1 Amendment

This Constitution may be amended by resolution at an ordinary meeting of the County Committee or a special meeting of the County Committee convened for the purpose by not less than 4 days' notice in writing which shall be sent to each member of the County Committee. Neither this Constitution nor any amendment to this constitution shall have effect until approved by the County Committee of **Girlguiding Central Glamorgan** of The Guide Association.

#### 9.2 Voting on Amendments

Any change in the Constitution shall be decided by most votes of those present and entitled to vote.

#### 9.3 Records

A copy of this Constitution shall be signed by the County Commissioner and County Secretary, dated, and deposited at Country/Region Headquarters.

Signed

## J Thomas

Julie Thomas County Commissioner

And was approved by resolution of the Business Committee of the County Committee on date: - 28 October 2020

## LLANHARAN COMMUNITY COUNCIL

## **Grant Aid Application Form**

## The maximum grant available is up to £2,000.

## No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	1 <sup>st</sup> Llanharan Brownies
Registered Charity Number (if applicable)	
Name of Main Contact: (All correspondence will be addressed to this person)	Steph Horsley
Full Postal Address of Applicant:	18 Maes Yr Afon, Pontyclun, CF72 9DL
Contact Telephone Number:	Daytime: Mobile: 07792 307752
Main Contact Email Address:	llanharanbrownies@outlook.com
Has the organisation received C Community Council in the past If the answer is yes, please com	Frant Aid from Llanharan 3 years?
Date	Amount
	£
	£
	£
Has an Annonding True (O	£
Has an Annonding True (O	

Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed	Yes 🗖	No 🗖
for the application to be considered		

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

The 1st Llanharan Brownie Unit, part of Girlguiding UK, aims to empower girls aged 7-10 in the local area by fostering confidence, skill development, and community involvement. Through weekly meetings, badge work, outdoor adventures, and community service, the unit provides a supportive environment for personal growth and learning. The activities help girls build essential life skills, form friendships, and develop a sense of responsibility and independence.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

We have approximately 18 girls, a young leader, 3 adult leaders and a parent helper. Approximately 99% live in Llanharan.

Are you a not for profit organisation	?	
Yes 🗖	No	
How long has the organisation been	n establi	ished?
Our unit had been open since 1965.		

# SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of specifically what you intend to use the Grant Aid for?

We do have some money in the bank due to not doing much during the COVID period. However, it is now dwindling more quickly due to rising costs. We have been trying to subsidise many trips and activities to help parents with the cost of living increases, as well as supporting girls from lower-income families. The cost of the annual census this year used a significant amount of our funds. We are planning to take the girls on a PGL trip in July to Tregoyd House in Brecon, and we would like to subsidise the cost of the VAT and the bus. The total cost of the trip is £1656, plus £370 for the bus. Additionally, we have other expenses, including hall rent, badges, and materials for our regular sessions. By receiving this grant, we will have enough funds in the bank to cover these general running costs, whilst allowing us to remove some pressure from the parents.

## How will the Grant Aid benefit the Community?

This grant will greatly benefit the community by ensuring inclusivity, allowing girls from lower-income families to participate in enriching activities they might otherwise miss. It will support families by easing the financial burden on parents, particularly during times of economic strain. The grant will promote development by providing valuable experiences that foster personal growth, teamwork, and resilience in young girls. Additionally, it will strengthen community ties by encouraging a sense of community and belonging through shared experiences and activities. By subsidising this trip, we can continue to offer meaningful opportunities that positively impact the development and well-being of the girls in our unit, benefiting the wider community as these girls grow into active, engaged citizens.

Please provide the dates you intend to start and finish the project. Start Date: 5th July 2024

Completion Date: 7th July 2024

## SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project/items for which Grant Aid is required?

£2026

What is the amount of Grant Aid the organisation would like to apply for?

£500

What other sources of funding have been approached, or are available for the project?

Current funds and parents

Supply the following information dependant on grant applied for.

- A. Up to £100
- Organisation/Group constitution or rules
- B. £101 £499
- Income and expenditure account/balance sheet
- Last bank statement for ALL bank accounts
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.
- C. £500 £2,000
- As requested in B
- Latest audited/ratified accounts and balance sheet.

will the projection	ty continue arte	r this funding ha	s ended ?
	Yes 🗖	No 🗆	
If yes, provide details	3.		
Brownies will continue be completed.	to run every we	ek as normal but th	e weekend trip will
Section E: Paymen	t Details		
If your application is	successful, pay	ment will be mad	le using the
details below.			
	name of the organis	ation applying as in S	ection A)
Account Name (Use		ation applying as in S	ection A)
Account Name (User 1 <sup>st</sup> Llanharan Brownie		ation applying as in S	ection A)
Account Name (User 1 <sup>st</sup> Llanharan Brownie Account Number		ation applying as in S	ection A)
Account Name (User I <sup>st</sup> Llanharan Brownie Account Number 20-18-27		ation applying as in S	ection A)
Account Name (User I <sup>st</sup> Llanharan Brownie Account Number 20-18-27		ation applying as in S	ection A)
Account Name (User I <sup>st</sup> Llanharan Brownie Account Number 20-18-27		ation applying as in S	ection A)
Account Name (User I <sup>st</sup> Llanharan Brownie Account Number 20-18-27 Sort Code		ation applying as in S	ection A)
Account Name (User 1 <sup>st</sup> Llanharan Brownie Account Number 20-18-27 Sort Code		ation applying as in S	ection A)
Account Name (User 1 <sup>st</sup> Llanharan Brownie Account Number 20-18-27 Sort Code		ation applying as in S	ection A)

## SECTION F: Completing the application

Your Signature - This must be the signature of the main contact named in Section A

### Declaration:

- I certify that the information contained in this application is i. correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Sig- Stan

Date: 22-5-2024

Position held in organisation: Unit Leader Please note that this form requires two signatures:

Second Signature: ELIZABETH GRAY

Position held in organisation:

Signed: A Gray

Date: 24/6/24

## Completed application forms should be returned to: Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan **CF72 9QA** clerk@llanharan-cc.gov.wales

01443 231430

## Checklist:-

- A copy of the organisations Constitution or rules to be provided
- Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date

- You have considered any Equality impact issues in your application.
- If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430





Girlguiding Central Glamorgan County

## GIRLGUIDING CENTRAL GLAMORGAN

COUNTY CONSTITUTION Updated August 2020



## CONSTITUTION OF GIRLGUIDING CENTRAL GLAMORGAN COUNTY BUSINESS COMMITTEE

#### 1. FUNCTION

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#### 2. THE COUNTY COMMITTEE

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The County Committee shall have the following members: -

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#### 2.2. Chairpersonship

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### 9.1 Amendment

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### 9.2 Voting on Amendments

Any change in the Constitution shall be decided by most votes of those present and entitled to vote.

### 9.3 Records

A copy of this Constitution shall be signed by the County Commissioner and County Secretary, dated, and deposited at Country/Region Headquarters.

Signed

# J Thomas

Julie Thomas County Commissioner

And was approved by resolution of the Business Committee of the County Committee on date: - 28 October 2020

Girlguidin	g	1st Llanh	aran Brownies	
		1 January 2023	to 31 December 2023	
	Section and	This Year	Last Year	
Receipts [In]				
Subs under Gift Aid		£0.00	£150.00	
Subs - non Gift Aid		£1,765.00	£810.00	
Gift Aid received		£0.00	£0.00	
Camps / Outings / Events		£926.14	£5.00	
census		£620.00	£295.00	
donations		£600.00	£150.00	
badges/books/uniform		£20.00	£5.00	
training		£0.00	£0.00	
Details 9		£0.00	£0.00	
Details 10		£0.00	£0.00	
2nd Bank account (Manual	)	E0.00	£0.00	
Totals		E3,931.14	£1,415.00	
Payments [Out] Rent		E360.00	£267.50	
Materials		£273.06	£206.59	
Fund Raising		£0.00	£0.00	
Camps / Outings / Events		£2,404.10	E349.29	
census		£864.00	£855.00	
planning		£28.60	£24.92	
badges/uniform		E219.00	£186.75	
postage		£0.00 £0.00	£0.00 £0.00	
new programme training stationary		£71.88	E71.88	
Details 11		£0.00	£0.00	
Details 12		£0.00	£0.00	
2nd Bank account (Manua	sl)	£0.00	£0.00	
Totals		£4,220.64	£1,961.93	
Surplus or (deficit) for th	e year	-£289.50	-E546.93	
Balances brought forward	d Bank - 1	£4,093.55	£4,640.48	
	Bank - 2	£0.00	£0.00	
	Cash	£41.19	£41.19	
		E4,134.74	£4,681.67	
Balances in hand at	Bank - 1	£3,804.05	£4,093.55	
year-end	Bank - 2	£0.00	£0.00	
	Cash	£41.19	£41.19	
		£3,845.24	£4,134.74	
	idition to the abo are no other ass		t has equipment to the value of	
Prepared by: STE	PH HORSLEY	Signature & Da	ate: SCHorsley 30/01/2024	_
Rendements Costificates The	-			
Reviewer's Certificate: The 1st Llanharan Brownies			ded 31 December 2023	
Reviewed by: PD	2		DENNIN	
		Signature & Da	to: <u>R. Feeris 31-</u>	1-24
Notes:				
				© The Guide Association

### **1st Llanharan Brownies**

		1 January 2024	to 31 December 202	2024
		This Year	Last Year	
Receipts [In]				
Subs under Gift Aid		£80.00	£0.00	
Subs - non Gift Aid		£960.00	£1,765.00	
Gift Aid received		£0.00	£0.00	
Camps / Outings / Events		£1,035.00	£926.14	
census		£300.00	£620.00	
donations		£0.00	£600.00	
badges/books/uniform		£5.00	£20.00	
training		£0.00	£0.00	
Details 9		£0.00	£0.00	
Details 10		£0.00	£0.00	
2nd Bank account (Manual)		£0.00	£0.00	
Totals		£2,380.00	£3,931.14	
Payments [Out]				
Rent		£105.00	£360.00	
Materials		£151.28	£273.06	
Fund Raising		£0.00	£0.00	
Camps / Outings / Events		£1,656.00	£2,404.10	
census		£1,083.00	£864.00	
planning		£0.00	£28.60	
badges/uniform		£377.95	£219.00	
postage		£0.00	£0.00	
new programme training		£0.00	£0.00	
stationary		£113.49	£71.88	
Details 11		£0.00	£0.00	
Details 12		£0.00	£0.00	
2nd Bank account (Manual)		£0.00	£0.00	
Totals		£3,486.72	£4,220.64	
Surplus or (deficit) for the y	ear	-£1,106.72	-£289.50	
Balances brought forward	Bank - 1	£3,804.05	£4,640.48	
	Bank - 2	£0.00	£0.00	
	Cash	£41.19	£41.19	
		£3,845.24	£4,681.67	
Balances in hand at	Bank - 1	£2,697.33	£3,804.05	
year-end	Bank - 2	£0.00	£0.00	
	Cash	£41.19	£41.19	
		£2,738.52	£3,845.24	
		22,730,32	20,013.24	

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of £200.00 and there are no other assets or liabilities.

Prepared by:	STEPH HORSLEY	Signature & Date:	

Reviewer's Certificate: The above statements agree with the records and vouchers of **1st Llanharan Brownies** for the financial year ended **31 December 2024** 

\_\_\_\_\_

Reviewed by:

Signature & Date:



1ST LLANHARAN BROWNIES

Sort Code 20-18-27 Account No 53627365 SWIFTBIC BUKBGB22 IBAN G872 BUKB 2018 2753 6273 65 Issued on 18 June 2024

THE OFFICIALS 1ST LLANHARAN BROWNIES 18 MAES YR AFON PONTYCLUN CF72 9DL

## Your Community Account

#### Description Date Money out £ Money in £ Balance £ 18 May Start Balance 2,929.14 20 May Giro Direct Credit From Elias Lee R 80.00 3,009.14 Ref: Charlottesophialee 21 May a Card Payment to Pgl Travel On 20 1,296.00 1,713.14 May 23 May Circ Direct Credit From G Lewis Ref. Erin L, Pgl 24 115.00 1,828.14 28 May Giro Direct Credit From J Bartley Ref. Annabel Bartley 115.00 1,943,14 30 May Gro Direct Credit From Moran CL 115.00 2,058.14 Ref: Nell Morgan Pgl Gire Direct Credit From Elizabeth Gray Ref. Emily Gray Subs 3 Jun 52.50 2,110.64 Gire Direct Credit From Elizabeth Gray Ref. Emily Gray Pgl 115.00 2,225.64 10 Jun 🚃 Card Payment to 5.99 2,219.65 Microsoft\*Microsof On 09 Jun 11 Jun 🧮 Card Payment to Amazon\* 14.99 2,204.66 204-076876 On 10 Jun 2,182.71 Card Payment to Tesco Stores 21.95 2799 On 10 Jun Circ Direct Credit From Elias Lee R Ref: Charlottesophialee 230.00 2,412.71 Cheque Issued Ref: 100052 14 Jun 60.38 2,352.33 / 17 Jun Balance carried forward 2,352.33 Total Payments/Receipts 822.50 1.399.31

### At a glance

18 May - 17 Jun 2024		
Start balance	£2,929.14	
Money out Commission charg	£1,399.31 es £0.00	
Money in	£822.50	
Gross interest earned £0.00		
End balance	£2,352.33	

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

#### BOOKING SUMMARY

1st Llanharan Brownies 19 St. Ilid's Meadow Llanharan Pontyclun Rhondda Cynon Taff CF72 9FU

#### Date: 13 May 2024

#### VAT Number: 134 628 373

PGL Reference	AU24010164	Paying Children	10	
Party Leader	Cindy Thomas	Paying Adults	2	
Arrival Date	Friday 5 July 2024	Free Adults	1	
Course	Tregoyd SPRINT! 2 Nig	ht Weekend (Uniform)		

#### Charges summary

Quantity	Description	Net Cost (per person) Exc. VAT	Total Net	VAT Rate*
2	Adult	£125.00	£250.00	S
1	Free Adult	£0.00	£0.00	S
10	Child	£125.00	£1,250.00	S
12	UK Price Discount (GG01)	-£10.00	-£120.00	S
	Total		£1,380.00	

"VAT is applied at the rate applicable on the date that the invoice is generated, where S-Standard Rate, Z-Zero Rate, E-Exempt. Please note that the standard rate of VAT may change during the lifecycle of your booking, which may affect the total gross amount payable.

#### Invoice summary

Date	Invoice Number	Net	VAT	Gross	VAT Rate*
17/04/2024	AU24010164/A	£300.00	£60.00	£360.00	8
18/04/2024	AU24010164/C	£1,080.00	£216.00	£1,296.00	s
	Total	£1,380.00	£276.00	£1,656.00	
	Uninvoiced	£0.00			

Payments received

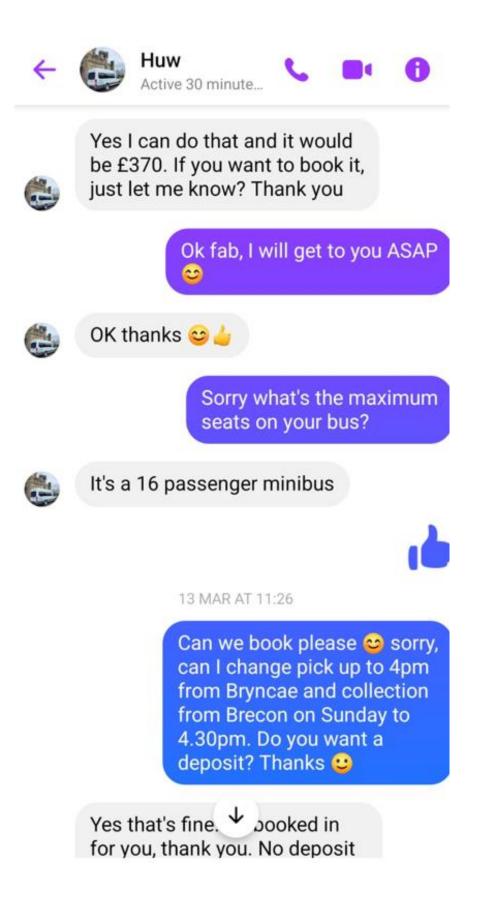
Date	Payment method	Amount
11/04/2024	CC	£360.00

Payment schedule

Payment	Due	Amount (per person)	
Initial Depa Final Balar			

Totals	Amount	
Total Booking Value (exc VAT)	£1,380.00	
Total Booking Value (inc VAT)	£1,656.00	
Total Invoiced (exc VAT)	£1,380.00	
Total Invoiced (inc VAT)	£1,656.00	
Total Received	£360.00	
Outstanding Amount	£1,296.00	







To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a Grant, the application form must be completed and returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

### Clerk to the Council Llanharan Community Council

clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

### LLANHARAN COMMUNITY COUNCIL

### **Grant Aid Application Guidance Notes**

Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

## Eligibility

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

### Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

### All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted. Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

### **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

### LLANHARAN COMMUNITY COUNCIL

## **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU		
Name of Organisation:	Llanharan Recreation Ground Trust	
(Please note that if you are		
successful, payment will be made		
to a bank account registered in		
this name).		
Registered Charity Number (if		
applicable)	524178	
Name of Main Contact:	Sarah J Liney	
(All correspondence will be		
addressed to this person)		
Full Postal Address of	18 Cynllan Avenue	
Applicant:	Llanharan CF72 9UL	
Contact Telephone Number:	Daytime: 07760162077	
	Mobile: 07760162077	
Main Contact Email Address: mail@lrgt.co.uk		
Has the organisation received Gr	ant Aid from Llanharan	
Community Council in the past 3	years?	
If the answer is yes, please comp		
Date	Amount	
General Grant No CIL Grant Yes	£	
	£	
	£	
	£	
Has an Appendix Two, 'Grant spend		
confirmation form' been satisfactorily		
completed for the most recent grant	Yes 🛛 🛛 No 🗖	
Appendix Two MUST be completed		
for the application to be considered.		

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.
We provide and matain a community centre and recreation ground for the use of those within the Llahnharan community.
The facilities provide for recreation, leisure and improving the lives of those around, as well as improving their mental health
The charities ethos is to ensure financial burden is not placed on end users by always ensuring the provision is as high quality as possible at the lowest cost.
The community being the heart and life line of all our objectives and aims.
The facility provides a childrens play park, rugby and football pitch, green space, community orchard with reflection areas, boxing club and hall.
The facilities sees an average of around 1,000 unique individuals on a weekly basis with 95% from within our community and the remaining from the wider RCT, Bridgend and Vale areas.
In addition childcare is provided on a daily basis, again at a low cost to ensure, the end user is provided with a safe enviroment for their most precious asset and not being placed under extreme financial pressure.
John Blandy-Jenkins had a vision in 1915 that his green space would be the heartbeat of the community and to this day 109 years on, the same passion is shown daily at the facility in how the charity is run and operates on a daily basis.
How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?
Are you a not for profit organisation?
Yes 🕢 No 🗆
How long has the organisation been established?
The first Llanharan association was formed in 1920 The miners took over in 1944 and built the hall A charity was formed in 1978 in 2014 community lay people could become Trustees

### SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of <u>specifically</u> what you intend to use the Grant Aid for?

Rugby Posts after decades the rugby posts have failed, one snapped during high winds, the other one is unsafe and needs removing.

£4,150 Posts (On speaking with the provider they have recommended RU153 (£3,180)

 $\pounds$ 2,500 Installation (1mtr sq concrete required for each side) On speaking with the provider, they have recommended with use the contractor who worked for the floodlighting provider. Therefore the installation is only an indicative cost

line Marking Equipment £1470.17

Cabin £636.98 so long as we get sale price

Cabin Base £2,000 (we will contribute £1,000 towards)

How will the Grand Aid benefit the Community?

We will be able to provide sports facilities for grass routes sports within our community.

Without the grant, the ground will be turned into a woodland area and filled with trees, to allow nature take its coure.

This would be a devestating loss to all (except wildlife)

The facility is used by childrens and adults football and rugby, archery, american football, female football, martial arts plus much more.

Please provide the dates you intend to start and finish the project. Start Date:Urgent

Completion Date: Posts August 2024 Line Marking for as long as it is used by the community Shed as above for as long as it lasts

### **SECTION C:** How much Grant Aid is being applied for?

What is the total cost of the project/items for which Grant Aid is required? £10,125.15

What is the amount of Grant Aid the organisation would like to apply for?

£9,123.15 We are not vat registered

OFFICER NOTE: The maximum general grant available under the Councils current general grant policy is £2000

What other sources of funding have been approached, or are available for the project? Sports Wales no joy

Supply the following information dependant on grant applied for.

- A. Up to £100
- Organisation/Group constitution or rules
- B. £101 £499
- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.
- C. £500 £2,000
- As requested in B
- Latest audited/ratified accounts and balance sheet.

Section D: Sustainability	
Will the project/activity continue after this funding has ende	d?
Yes ☑ No □	
If yes, provide details.	
The ground has provided facilities for 100 years	
Section E: Payment Details	
If your application is successful, payment will be made usir	na the
details below.	ig the
Account Name (Use name of the organisation applying as in Section A	U)
Account Name (Use name of the organisation applying as in Section A	U)
-	U)
-	U)
Llanharan Recreation Ground Trust	U)
Llanharan Recreation Ground Trust	U)
Llanharan Recreation Ground Trust Account Number	U)
Llanharan Recreation Ground Trust         Account Number         20375634	U)
Llanharan Recreation Ground Trust Account Number	U)
Llanharan Recreation Ground Trust         Account Number         20375634	U)
Llanharan Recreation Ground Trust   Account Number   20375634   Sort Code	U)
Llanharan Recreation Ground Trust   Account Number   20375634   Sort Code	U)
Llanharan Recreation Ground Trust   Account Number   20375634   Sort Code	U)

SECTION F: Completing the application			
Your Signature – This must be the signature of the main contact named in Section A			
Declaration:			
i. I certify that the information contained in this application is correct.			
ii. If the information changes in any way I will inform Llanharan Community Council.			
Signed: Date: 28/06/2024			
Please note that this form requires two signatures:			
Second Signature: Maria Thomas			
Position held in organisation: Trustee			
Signed: Date:			
Completed application forms should be returned to:	-		
Clerk to the Council			
Llanharan Community Council			
2 Chapel Rd Llanharan			
CF72 9QA			
clerk@llanharan-cc.gov.wales			
01443 231430			

### **Checklist:-**

- $\checkmark\,$  A copy of the organisations Constitution or rules to be provided
- $\checkmark$  Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.

- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



## Appendix One

## Llanharan Community Council Grant Feedback

· · ·	
Name:	
Organisation:	
Address:	
Telephone:	
Email address:	
Website:	
Reason for previous application: (Project.activity name/details)	
Amount received:	
Date received:	

I was happy with the application process?	Yes 🛛	No 🛛
If your answer to the above question is no, please give further details to enable us to improve the application process.		
How has the donation made a difference to the Community?		

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\square$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430



## Appendix Two

## Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	
Organisation:	
Address:	
Telephone:	
Email address:	
Date & Amount granted:	
Specific reason for grant: What was the grant for:	
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	

Officers note: Is evidence required? (State what evidence is	
required here):	
Applicant to provide the evidence.	
Did the donation achieve its aims	
in relation to making a difference	
to the Community?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430

Charity Registration No: 524178

Annual Report and Financial Statements For the period ended 31 March 2023

### Table of contents

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Legal and administrative details	4
Trustee Report	5-6
Auditors Report	7
Statement of Financial Activities	8
Balance Sheet	8

Reference and Administrative Details

Charity Registration Number:	524178
Registered Office:	Welfare Hall Off Bridgend Road Llanharan CF72 9RA
Trustees:	Martin Liney Sarah Liney Maria Thomas Judith Stolzenberg Diane Slater Lynda Everitt (resigned) Gary Watkins
Bankers:	Unity Trust Bank PO Box 7193 Palentry Road Wilenhall WV1 9DG
Independent Examiner:	Anne-Julie Walker Cardiff

Trustees' Report for the period ended 31 March 2023

The Trustees have pleasure in presenting their Annual Report and Financial Statements for the period ended 31 March 2023.

### **Reference and administrative details**

Llanharan Recreation Ground Trust ("the Charity") is a charitable Trust registered and in Wales.

The Charity is registered with the Charity Commission for England and Wales under registration number: 524178.

The registered address of the Charity is Welfare Hall, off Bridgend Road, Llanharan CF72 9RA

### Statement on public benefit

The objectives and activities, achievement and performance sections of this report clearly set out the activities which the charity undertakes for public benefit. The Trustees confirm that they have complied with the duty of the Charities Act 2006.

### **Objectives and activities**

The objectives of the Charity as defined are:

The provision and maintenance of a recreation centre playing fields including children's play area, sports pitches (rugby and football) Green space in Llanharan and Bryncae, Community Activities.

To achieve the charities objectives; the charity focuses activities on providing a good quality facility for all to benefit from.

### Management

All positions within the charity are on a voluntary basis and no expenses are paid.

The charity during 2022/23 had approximately 14 volunteers.

### Achievements and performance

The year has been incredibly positive, feedback still remains high for the facilities, the ground is being used my multiple sports.

After the success of grants, the external storage area, is being converted so the meeting room is independent as well as fully DDA compliant, in addition, the external pathway being upgrade. The pathway has been delayed due to the weather conditions and is planned to take place as soon as possible.

A grant was received for boxing, to incorporate young and females, providing skills, this is just what is needed after the boxing gym has struggled through covid.

### Financial

The charities income for the year was £70,812 which mainly derived from hire income.

The expenditure of the charity stands at £46,983

Grants

- £22,500 Morrisons
- £4,500 1910
- £1,500 Sports
- £1,000 Armold Clark

£7,323.45 – Llanharan Community Council

£4,800 – Mynydd Poref Wind Farm

### **Trustee Report**

The Trustees wish to pass on their grateful thanks to Martin & Sarah Liney who manage the hall and grounds on our behalf. Martin continues to save the Trust thousands of pounds by carrying out repairs and maintenance where possible.

We are pleased to see the hall and grounds continually improving, the grant work is an improvement which during the coming year will benefit so many.

Seeing the pitches, used to their full potential is also beneficial and the planned improvements around the childrens park.

### **Board of Trustees**

### **Statement of Trustees Responsibilities**

The law applicable to charities in England & Wales requires Trustees to prepare financial statements for each financial year which give a true and fair view of the position of the charity.

In preparing these financial statements, the trustees are required to:

- 1. Select suitable accounting policies and apply them consistently
- 2. Observe the methods and principles in the charities SORP
- 3. State where applicable UK accounting standards have been followed; subject to any material departures disclosed and explained in the financial statements.
- 4. Prepare the financial statements

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the transactions disclosing with reasonable accuracy at any time the financial pOosition and ensure that the financial statements comply with charities Act 2011, the charity accounts and reports regulations 2009 and provisions of the Trust deed. The trustees are also responsible for the prevention and detection of fraud and all other irregularities.

In so far as the Trustees as aware:

- There is no relevant information of which the charities independent examiner is unaware and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

This report was approved by the Trustees on 25<sup>th</sup> May 2023 and signed on their behalf by:

Signed: (Treasurer/Trustee)

Name: SARAH J LINEY

Independent Examiners Report to the Trustees for the year ended 31 March 2022

I report to the trustees on my examination of the accounts of the above charity for the period ended 31 March 2023 which are set out on Page 8

Respective and responsibilities of the trustees and examiner

As the charities trustees you are responsible for the preparation of the accounts in the accordance with the requirements of the Charities Act 2011 ("the act")

I report in respect of my examination of the Trusts accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable directions given by the charities commission under section 145(5)(b) of the Act.

### Independent examiners statement

I have completed my examination; I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The records did not accord with the accounting records or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities accounts and reports Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of the independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the accounts to be reached.

Anne-Julie Walker

Signature: AJ Walker

Dated: 28/01/2024

### **Statement of Financial Activities**

For the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

	1 April 2022 - 31 March 2023	1 Apri 2021 31 March 2	
Account	Expense Incor	ne Expense	Income
Fees Hall and Field	20,83	38	13,312
Fund Raising/Donations	7,893	3	5,718
Grants (including Government Covid)	41,90	)7	11,804
Bank Interest	174		0
Total Income	70,8	12	30,834
Premises Cost	43,095	30,701	
Insurance & Legal Fees	2,299	2,814	
Furniture	1205		
Pest Control			
Other expenses	202	580	
General Admin		126	
Bank Charges	72	54	
Tree Maintenance			
Advertising	110	258	
Misc			
Total Expenditure	46,983	65,473	
Net Income	23,829	(6,101)	

### C::=79F BCH9. 'H\Y'Z[[i fYg'Zcf'%5df]` &\$&%' %A UFW &\$&& UddYUf hc ]bWtffYWtUbX'h\Y' bYh]bWta Y XcYg bchfYWtbWJY" @F; H\Uj Y VYYb ]bZcfa YX Ug U Wti fhYgml

28,952

Balance Sheet	
Closing Bank Balance 31/03/2021 Current Account	3,386
31/03/2021 Deposit Account	24,774
Uncleared Payment	
Debtors	2,494
HMRC	(218)
Creditors due	(1,484)

Total

#### C::=79F BCH9. Bc VU'UbW'g\ YYhZcf" %ghA UfW &\$&&`cf`&\$&' `]g'Uj U]`UV`Y"

# Your Account Statement



For Businesses. For Communities. For Good. Unity Trust Bank plc PO Box 7193 **Planetary Road** Willenhall **WV1 9DG** 

Mrs Sarah Liney 18 Cynllan Avenue Llanharan PONTYCLUN Mid Glamorgan CF72 9UL

Date: 30/04/2024

Account Name: Llanharan Recreation Ground Trust

Swift Code (BIC): NWBKGB2L IBAN Number: GB93NWBK60023571418024

Sort Code: 608301 Account Number: 20420479

The credit interest rate is 0.00% AER as of your statement date.

### **Contact Us**

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Wisit us: unity.co.uk

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:					
Date	Туре	Details	Payments Out	Payments In	Balance
31/03/2024		Balance brought forward	£0.00	£0.00	£6,087.90
03/04/2024	Transfer	Transfer to 20375634	£2,400.00	£0.00	£3,687.90
04/04/2024	Transfer	Transfer from 20375634	£0.00	£12.10	£3,700.00
05/04/2024	Transfer	Transfer to 20375634	£1,400.00	£0.00	£2,300.00

#### Page number 1 of 3

#### Statement number 051

For Businesses. For Communities. For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.

Registered Office: Four Brindleyplace, Birmingham, B1 2JB.

Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

#### INVESTORS IN PEOPLE



Your Instant Access account transactions:					
Date	Туре	Details	Payments Out	Payments In	Balance
08/04/2024	Transfer	Transfer to 20375634	£2,300.00	£0.00	£0.00

Page number 2 of 3

Statement number 051

For Businesses.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. 

 For Businesses.
 For Communities.

 For Communities.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.

 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.

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 INVESTORS IN PEOPLE® We invest in people Gold



### Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on 0345 140 1000 for more information.

### Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number 0808 196 8420.

#### What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on 0345 140 1000. We aim to resolve any issues as soon as possible.

### Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### Additional information

A copy of our interest rates can be found on our website - unity.co.uk/interest-rates

A copy of our fees and charges can be found on our website https://www.unity.co.uk/terms-and-conditions/

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority Unity Trust Bank is entered in the Financial Services Register under number 204570.

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# **BLANK PAGE**

## Your Account Statement

Mrs Sarah Liney 18 Cynllan Avenue Llanharan PONTYCLUN Mid Glamorgan CF72 9UL

Date: 11/05/2024

**Contact Us** 

Account Name: Llanharan Recreation Ground Trust RCN 524178

Swift Code (BIC): NWBKGB2L IBAN Number: GB93NWBK60023571418024

Sort Code: 608301 Account Number: 20375634

Call us: 0345 140 1000

Wisit us: unity.co.uk

🖂 Email us: us@unity.co.uk

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T1 account transactions:					
Date	Туре	Details	Payments Out	Payments In	Balance
11/04/2024		Balance brought forward	£0.00	£0.00	£834.90
12/04/2024	Faster Payment Debit	B/P to: Zoe Tilbury	£150.00	£0.00	£684.90
15/04/2024	Credit	BLANDYJENKINS	£0.00	£120.00	£804.90
15/04/2024	Credit	LLANHARAN RF	£0.00	£172.00	£976.90

#### Page number 1 of 4

Statement number 119



For Businesses. For Communities. For Good.

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For Businesses. For Communities. For Good. Unity Trust Bank olc PO Box 7193 Planetary Road Willenhall WV1 9DG

	Your Current T1 account transactions:				
Date	Туре	Details	Payments Out	Payments In	Balance
18/04/2024	Credit		£0.00	£25.00	£1,001.90
18/04/2024	Credit	Hope Rescue Reg Ch	£0.00	£49.98	£1,051.88
19/04/2024	Faster Payment Debit	B/P to: Zoe Tilbury	£150.00	£0.00	£901.88
24/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£115.22	£0.00	£786.66
24/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£5.49	£0.00	£781.17
24/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£3.49	£0.00	£777.68
24/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£7.39	£0.00	£770.29
24/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£45.12	£0.00	£725.17
24/04/2024	Credit	BLANDYJENKINS	£0.00	£500.00	£1,225.17
26/04/2024	Credit	Christinal Millathan	£0.00	£33.00	£1,258.17
29/04/2024	Direct Debit	Direct Debit (BIFFA WASTE SERVIC)	£59.90	£0.00	£1,198.27
29/04/2024	Direct Debit	Direct Debit (TALKTALK TELECOM T)	£47.87	£0.00	£1,150.40
29/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£519.00	£0.00	£631.40
29/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£6.88	£0.00	£624.52
29/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£25.90	£0.00	£598.62
29/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£7.44	£0.00	£591.18
29/04/2024	Faster Payment Debit	B/P to: Sarah Liney	£51.65	£0.00	£539.53
29/04/2024	Credit	ADRI HORN WE LTD	£0.00	£1,000.00	£1,539.53
29/04/2024	Credit	J Fletcher	£0.00	£200.00	£1,739.53
30/04/2024	Credit	Selca Ltd	£0.00	£2,552.00	£4,291.53
01/05/2024	Credit	WONG J M CD	£0.00	£137.50	£4,429.03
02/05/2024	Direct Debit	Direct Debit (ANSVAR INSURANCE)	£308.06	£0.00	£4,120.97
07/05/2024	Transfer	Transfer to 20420479	£3,000.00	£0.00	£1,120.97
07/05/2024	Faster Payment Debit	B/P to: Initial Washroom	£100.46	£0.00	£1,020.51

Page number 2 of 4

#### Statement number 119

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Chily trust bank is entered in the manual services register under humber 204 Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

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		Your Current T1 acc	count transaction	s:	
Date	Туре	Details	Payments Out	Payments In	Balance
07/05/2024	Faster Payment Debit	B/P to: Zoe Tilbury	£150.00	£0.00	£870.51
09/05/2024	Direct Debit	Direct Debit (INTUIT LIMITED)	£36.24	£0.00	£834.27
10/05/2024	Faster Payment Debit	B/P to: Zoe Tilbury	£150.00	£0.00	£684.27

Page number 3 of 4

#### Statement number 119

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**Officer Note**: bank statements for the 2 accounts originally provided as part of the application were not concurrent and there was a gap in the dates. Given the sums transferred between the accounts the Clerk requested up to date statements showing concurrent balances. LRGT stated that the latest statements were not yet available but presented the following downloads from the accounts. (See below). Should a grant be made the Council could make a grant conditional on the receipt of bank statements confirming the accuracy of the information presented.

The bank statements show a net bank balance of £8,325.35 on the latest available concurrent date of 30<sup>th</sup> June 2024.

LRGT have provided the following narrative regarding the bank balance:

Out of the balance, we have commitments as follows:

R Thomas - Grounds Maintenance Rugby Pitch £2,250 this is expected to be completed next week

Octopus Energy - Electric floodliights £1800 (maybe more) they read the meter Monday

Total Gas - Gas - £1,000

Plasterer for internal work -  $\pounds$ 1,000 (estimate maybe more, waiting on the quotation following the installation of new door ways).

		Unity-tx-20420479		
30-Jun-24	19:06	Credit Interest	17.78	7,517.78
28-Jun-24	09:20	Transfer from 20375634	3,500.00	7,500.00
17-Jun-24	11:54	Transfer to 20375634	-1,000.00	4,000.00
07-Jun-24	08:50	Transfer from 20375634	2,000.00	5,000.00
07-May-24	12:15	Transfer from 20375634	3,000.00	3,000.00
08-Apr-24	14:34	Transfer to 20375634	-2,300.00	0
05-Apr-24	14:58	Transfer to 20375634	-1,400.00	2,300.00
04-Apr-24	13:21	Transfer from 20375634	12.1	3,700.00
03-Apr-24	11:10	Transfer to 20375634	-2,400.00	3,687.90

		Unity-tx-20	375634		
		B/P to: Zoe Tilbury	SCOURPOWE	-150	
		B/P to: Sarah Liney	SCREWFIX PADLOCK	-23.98	2,032.59
		WONG J M CD	SEN MARTIAL RENT	325	2,056.57
		Strictly Dance Lim	181205/608 STRICTL	474	1,731.5
01-Jul-24			181205/609	150	1,257.57
	_	Service Charge		-18	1,107.57
		MID GLAM MIX CHOIR	HALL RENTAL	138.6	1,125.5
		B/P to: Zoe Tilbury	SCOURPOWE	-150	986.97
28-Jun-24	12:44	B/P to: Total Gas	3004161226	-565.76	· ·
28-Jun-24	09:41	South Wales Warrio	181205/604	102	1,702.73
28-Jun-24	09:20	Transfer to 20420479		-3,500.00	1,600.73
28-Jun-24	06:21	Direct Debit (TALKTALK TELECOM T)	1013035478 9239073	-47.87	5,100.73
28-Jun-24	03:31	Selca Ltd	SELCA	2,926.00	5,148.60
24-Jun-24	06:19	Direct Debit (BIFFA WASTE SERVIC)	L35361	-74.88	2,222.60
24-Jun-24	03:26	BLANDY-JENKINS	BLANDY JENKINS ARC	500	2,297.48
21-Jun-24	06:21	B/P to: Zoe Tilbury	SCOURPOWE	-150	1,797.48
19-Jun-24	09:27	B/P to: Sarah Liney	ES STUDIO PLAQUE B	-16.9	1,947.48
19-Jun-24	09:27	B/P to: Sarah Liney	SCREFIX FENCE POST	-48.99	1,964.38
19-Jun-24	09:27	B/P to: Sarah Liney	TOOLSTARIOM FENCE	-39.98	2,013.3
19-Jun-24	09:27	B/P to: Sarah Liney	TOOLSTATIOM CABLE	-7.99	2,053.3
19-Jun-24	06:18	Direct Debit (TOTALENERGIES G&P)	1167685	-61.08	2,061.34
17-Jun-24	11:54	Transfer from 20420479		1,000.00	2,122.42
14-Jun-24	06:25	B/P to: Sarah Liney	SCREWFIX HINGES	-16.2	1,122.42
14-Jun-24	06:22	B/P to: Sarah Liney	HOWDEN DISHWASHER	-326.47	1,138.62
14-Jun-24	06:22	B/P to: Zoe Tilbury	SCOURPOWE	-150	1,465.09
07-Jun-24	12:57	B/P to: Zoe Tilbury	SCOURPOWE	-150	1,615.09
07-Jun-24	12:57	B/P to: Arthur J Gallagher	10835113	-60	1,765.09
07-Jun-24	08:50	Transfer to 20420479		-2,000.00	1,825.09
03-Jun-24	03:16	Christina Williams	CE WILIAMS	150	3,825.09
########	08:05	B/P to: Zoe Tilbury	SCOURPOWE	-150	3,675.09
########	14:23	Selca Ltd	SELCA	2,928.00	3,825.09
########	06:16	Direct Debit (TALKTALK TELECOM T)	1013035478 7021718	-47.87	897.09
		Direct Debit (BIFFA WASTE SERVIC)	L35361	-59.9	944.96
		B/P to: Sarah Liney	B&Q SAINSBURY STRI	-48.68	1,004.86

#### Amendment to Trustee Scheme of Llanharan Recreation Ground Trust Charity No: 524178

Notice of approval by the Charity Commission received on 8 September 2014

#### Trustees

There should be:

Eight (8) elected trustees and

Three (3) co-opted trustees, co-opted from the users of Llanharan Recreation Ground and or the general public.

The number of trustees should not fall below the quorum required by clause 11 herein.

#### (1) Elected trustees

The elected trustees must be appointed as follows:

- (a) The first elected trustees are the persons listed in part 1 of the appendix to this amendment. Subject to clause 6 (termination of trusteeship) they will hold office for the periods shown in the appendix thereafter will be elected by majority at the Annual General Meeting.
- (b) Thereafter each appointment must be made for 4 years or the appointment will be effective from the date the elected trustee declares a willingness to act, and signs the register of trustees.
- (c) Vacancies that occur before three months prior to an Annual General Meeting may be filled by co-option subject to ratification at the Annual General Meeting.

#### (2) Co-opted trustees

- (a) The appointment of a co-opted trustee must be made by the trustees at an ordinary meeting called under clause 9.2.b.
- (b) An appointment may, but need not, be made before the date on which the term of office of an existing co-opted trustee comes to an end, to take effect on that date. In these circumstances:
- (c) The appointment may not be made more than three months before the date on which the existing co-opted trustee's term of office is due to end; and
- (d) Any co-opted trustee whose term of office is about to come to an end must not vote in favour of their own re-appointment.
- (e) Each appointment must be made for four years or shorter

#### (3) New trustees

- (a) The trust must give each new trustee, on their first appointment:
  - (i) a copy of these rules and any amendments made to it;
  - (ii) a copy of the charity's latest report and statement of accounts.

#### (4) Register of trustees

The trustees must keep a register of the name and address of every trustee and the dates on which their terms of office begin and end. Every trustee must sign the register before acting as a trustee, whether on their first appointment or on any later re-appointment.

#### (5) Termination of trusteeship

A trustee will cease to be a trustee if he or she:

- (a) is disqualified from acting as a trustee by section 178 of the Charities Act 2011; or
- (b) is absent without the permission of the trustees from all their meetings held within a period of 6 months and the trustees resolve that his or her office be vacated; or
- (c) gives not less than one month's notice in writing of his or her intention to resign (but only if at least 4 trustees will remain in office when the notice of resignation is to take effect).

#### OFFICERS

#### (6) Chairperson and Vice Chairperson

- (a) At their first ordinary meeting in each year the trustees must elect one of their numbers to be chairperson of their meetings.
- (b) At their first ordinary meeting in each year the trustees must elect one of their numbers to be the vice chairperson of their meetings.
- (c) The trustees present at a meeting must elect one of their numbers to chair the meeting if the chairperson or vice chairperson is not present within 15 minutes of the scheduled start of the meeting or the offices of chairperson and vice chairperson are vacant.

#### (7) Secretary

At their first ordinary meeting in each year the trustees may appoint a secretary. The office may be held by:

- (a) a trustee (who must not receive any reward for acting and who may be dismissed by the trustees as secretary at any time); or
- (b) some other suitable person (who may be employed upon such reasonable terms, including terms as to notice, as the trustees think fit).

#### (8) Treasurer

At their first ordinary meeting in each year the trustees may appoint a treasurer. The office may be held by:

(a) a trustee (who must not receive any reward for acting and who may be dismissed by the trustees as treasurer at any time.)

#### **MEETINGS OF TRUSTEES**

#### (9) Annual General Meeting

- (a) The first annual general meeting must be called by the trustees as defined in schedule 1 within 3 months of the lodging of these rules with the Commission. Thereafter;
- (b) There must be an annual general meeting of the charity in May of each year, or as soon as possible thereafter.
- (c) All inhabitants of the area of benefit of 18 years and upwards must be allowed to attend and vote at the meeting.
- (d) Notice and Agenda of the Annual meetings to be issued at least 14 days' prior to the meeting.
- (e) The trustees present at a meeting must elect one of their numbers to chair the meeting if the chairperson or vice chairperson is not present within 15 minutes of the scheduled start of the meeting or the offices of chairperson and vice chairperson are vacant.
- (f) The Annual General Meeting will elect to fill any vacant elected trusteeship by simple majority.
- (g) At the meeting the trustees must present the report and accounts for the last financial year.

#### (10) Ordinary meetings

- (a) The first meeting must be called within 2 months of the lodging of these amendments with the Commission.
- (b) The trustees must hold at least 3 ordinary meetings in each 12 month period, usually at four monthly intervals, unless there are exceptional circumstances.
- (c) The first meeting of the year may appoint to manage the centre on a day to day basis:
  - (i) a management committee comprising of the officers and 2 other trustees (one of which must be a co-opted member)

- (ii) The terms or reference and scope of powers will be determined by the trustees
- or
- (iii) some other suitable person (who may be employed upon such reasonable terms, including terms as to notice, as the trustees think fit).
- (d) Notice and Agenda of meetings to be issued at least 10 days' prior to the meeting.
- (e) Quorum
  - (i) Subject to sub-clause (ii) below, no business may be transacted at a meeting unless there are present at least one third of the total number of trustees in office
  - (ii) If there are fewer than one third of the total number of trustees in office, those trustees may take such action as is required for the purpose of fillings vacancies in its number, but it may not do any other business.
- (f) Voting
  - (i) There is no power of delegation of vote
  - (ii) Every matter must be decided by majority decision of the trustees present and voting at a duly convened quorate meeting of the trustees.
  - (iii) The chairperson of the meeting may cast a second or casting vote only if there is a tied vote.
- (g) The trustees must keep a proper record of their meetings.
- (h) The trustees must exercise their powers jointly, at properly convened quorate meetings.
- (i) The chairperson of the existing trustees will chair the first meeting. The chairperson of the trustees will chair subsequent meetings. The persons present must elect one of their number to chair the meeting if the chairperson and vice chairperson are not present.
- (j) At the meeting the treasurer must present the report and accounts for the current financial year.
- (k) Every matter must be decided by a majority decision of those present and voting. The chairperson of the meeting may cast a second or casting vote only if there is a tied vote.

#### 2. Appendix 1

Name	
	Sarah Liney
	Maria Thomas
	Martin Liney
	Diane Slater
	Judith Stolzenberg



## DELIVERY INCLUDED Prices Include Delivery To BLUE SHADED Areas

Refer to product information and Delivery Policy for full details

# 28 DAY ACCOUNTS

For Local Authorities And Schools

## ONLINE Card Transactions Processed By



Home > Sports > Rugby > Rugby Posts > 13m Hinged Premier Aluminium Rugby Posts



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#### 13m Hinged Premier Aluminium Rugby Posts

Ref: RU153

Pair of 13m high 'Premier' aluminium rugby posts, complete with hinges and sockets.

. We use cookies to make your browsing experience better, personalise content or ads and analyse our traffic. By clicking "Allow Cookies", you consent to our use of Suitable for schools, clubs, colleges and universities.

These rust-proof aluminium uprights are lighter than more traditional steel equivalents, making **Allow Cookies** them easier to move to/from the pitch.

https://www.sportsequip.co.uk/12-2m-hinged-premier-aluminium-rugby-posts.html

#### 28/06/2024, 10:31

Hinged sockets provide a safer way to raise and lower rugby posts when required.

13m out of ground height, plus 900mm hinge section into sockets.

3 piece uprights.

Powder coated white.

Set comprises 4 bottom uprights, 4 middle uprights, 4 top uprights, 2 crossbars, 4 sockets and 4 hinge assemblies.

Top upright: 61mm outside diameter, 3mm thick aluminium Middle upright: 75mm and 68mm outside diameter, 3mm thick aluminium Bottom upright: 82mm outside diameter, 3mm thick aluminium Crossbars: 82mm diameter, 3mm thick tubular aluminium (2 internally jointed sections)

Sockets 1200mm deep complete with base plates and drop-in metal lids.

Post protectors (sold separately) must be used with this product to ensure that the exposed hinges are covered.

Rugby goals are supplied in full sets of 2 goals and 4 sockets. Half sets i.e. a single rugby goal, 2 uprights, 2 sockets, 1 crossbar can be supplied upon request. We also sell spare and replacement components. Please contact our sales office if required.

We can also supply rugby posts to fit existing sockets. Please contact our sales office on 01858 545789 for advice.

**Please note:** When handling, assembling, raising or lowering rugby posts, always ensure sufficient manual assistance is available for these activities to be performed safely. A minimum of four people are required when raising/lowering rugby posts by hand.

Rugby post sockets must be concreted into the ground to ensure post stability. This work should only be undertaken by a qualified contractor. A risk assessment should be carried out prior to installation to ensure no electrical cables will interfere with the uprights. During high winds or bad weather, we recommend lowering rugby posts for safety reasons.

#### £2,650.00 (£3,180.00 Incl. 20% VAT)

**Band B**: Includes delivery to mainland GB. Excludes some AB, FK, IV, KW, PA & PH postcodes. See our <u>Delivery Policy</u> for full details.

Qty



Add to Basket



<u>Set of Club Rugby Post</u> <u>Protectors - Square 305mm</u>



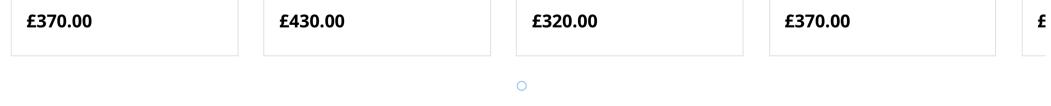
<u>Set of Club Rugby Post</u> <u>Protectors - Square 355mm</u>



<u>Set of Club Rugby Post</u> <u>Protectors - Square 254mm</u>



Set of Club Rugby Post Protectors - Square 305mm



Related products

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## DELIVERY INCLUDED Prices Include Delivery To BLUE SHADED Areas

Refer to product information and Delivery Policy for full details

## 28 DAY ACCOUNTS

## For Local Authorities And Schools

ONLINE Card Transactions Processed By



Home > 13m Hinged Aluminium Rugby Posts

✓ You added 13m Hinged Aluminium Rugby Posts to your <u>shopping cart</u>.



Q

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#### 13m Hinged Aluminium Rugby Posts

Ref: RUG-210

https://www.sportsequip.co.uk/13m-hinged-aluminium-rugby-posts.html?gad\_source=1&gclid=EAIaIQobChMI47-0o\_r9hgMVqYtQBh2qjwgeEAQYASABEgInufD\_BwE

Hinged Aluminium Rugby Posts with a 13m out of ground height.

The uprights are manufactured from lightweight tubular aluminium in two sections for ease of handling, transportation and storage.

When installed, the top of the crossbar is 3m above ground.

Two piece uprights comprising:

7m long bottom uprights x 76mm overall diameter x 5mm wall thickness.

7m long top uprights x 63.5mm overall diameter x 3mm thick.

Crossbars: 5.6m long x 50mm overall diameter x 3mm thick

Sockets are 1m deep with 80mm inside diameter and complete with base plates.

Hinged adaptors complete with high tensile bolts makes installation of these rugby posts safer.

All bolts stainless steel.

Aluminium rugby posts are iron phosphated and finished with a baked on polyester white powder coating to provide a tough scratch resistant finish.

All rugby posts must have regular maintenance checks. All chips or scratches should be treated quickly to prevent corrosion.

We strongly recommend the use of the Hinged Rugby Post Assembly Roller (please see product ref: RUG-002) when installing hinged rugby posts.

Rugby posts must be assembled as per the manufacturers instructions provided, using the correct number of people recommended.

All rugby post sockets must be installed in concrete all as per the product instructions provided.

A risk assessment of the surrounding area should be completed to ensure no low hanging cables are in the rugby post installation area.

All rugby goals are supplied in full sets of 2 goals comprising: 4 bottom uprights, 4 top uprights, 2 crossbars, 4 hinged adaptors and 2 crossbars.

Half sets i.e. a single rugby goal, 2 bottom uprights, 2 top uprights, 1 crossbar, 2 hinged adaptors and 2 sockets can be supplied upon request.

For spares and replacement components, please contact our sales office.

We can also supply rugby posts to fit existing sockets. Please contact our sales office on 01858 545789 for advice.

250.00 kg per set.

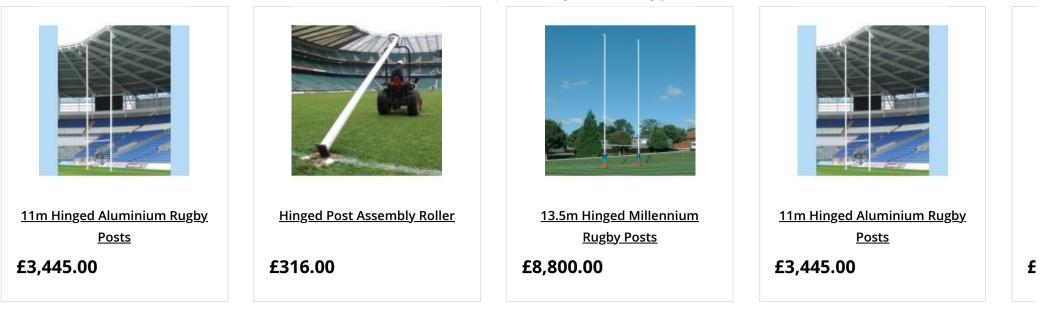
#### £4,150.00 (£4,980.00 Incl. 20% VAT)

Band B: Includes delivery to mainland GB. Excludes some AB, FK, IV, KW, PA & PH postcodes. See our <u>Delivery Policy</u> for full details.



#### Add to Cart

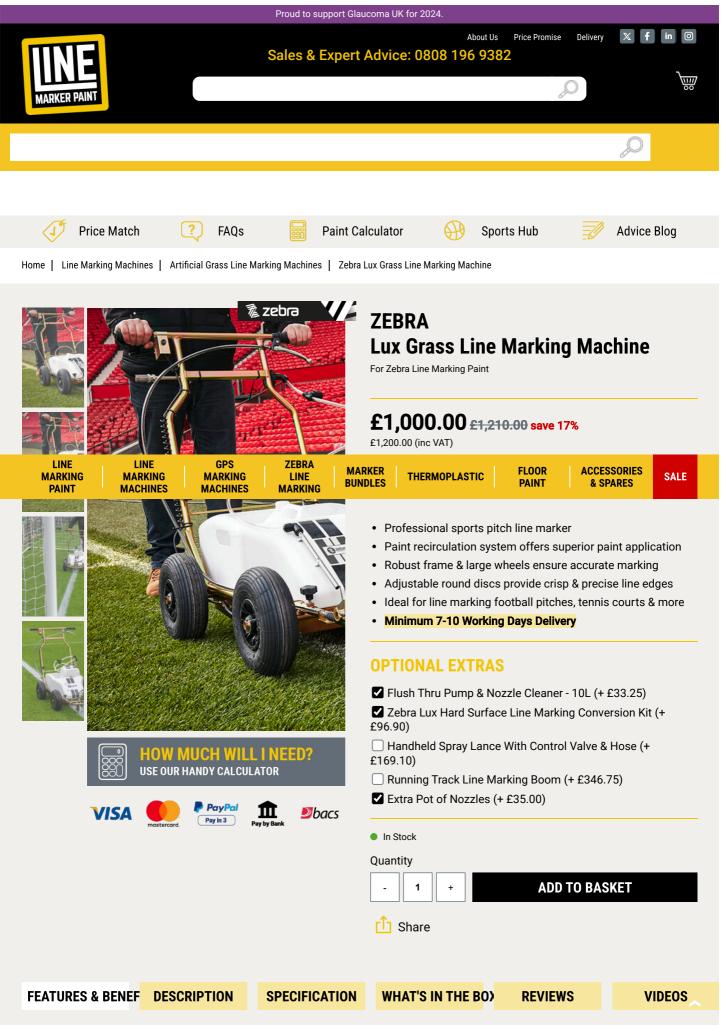
**Related products** 



<u>About Us</u> | <u>Contact Us</u> | <u>Delivery Information</u> | <u>Terms & Conditions</u> | <u>Privacy Policy</u> | <u>Cookie Policy</u> © sportsequip.co.uk 2024 | Boyd Sport & Play Ltd | Company Reg No. 03477837 | VAT No. 705387334

 $https://www.sportsequip.co.uk/13m-hinged-aluminium-rugby-posts.html?gad\_source=1\&gclid=EAIaIQobChMI47-0o\_r9hgMVqYtQBh2qjwgeEAQYASABEgInufD\_BwEautonese terms and the second sec$ 

Zebra Lux Grass Line Marking Machine



#### **Related Products**



ء zebra

ZEBRA Eco Grass Line Marking Machine

#### £565.00

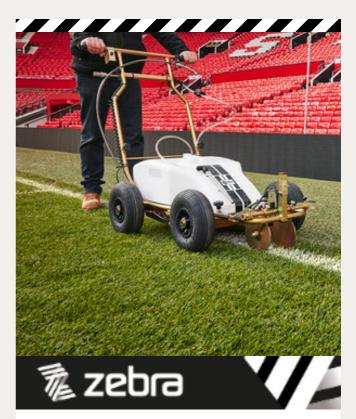
£704.00 save 19%

In Stock

**ADD TO BASKET** 

**VIEW PRODUCT** 

 $\star$   $\star$   $\star$   $\star$   $\star$   $\star$  2 reviews



ZEBRA Lux Grass Line Marking Bundle

#### £1,110.00

£1,331.00 save 16%

In Stock

ADD TO BASKET

**VIEW PRODUCT** 

 $\star$   $\star$   $\star$   $\star$   $\star$  2 reviews



**ZEBRA** Premium Grass Line Marking Paint

#### £28.00

£42.35 save 33%

In Stock

ADD TO BASKET

**VIEW PRODUCT** 

★★★★★ 0 reviews

# 

**ZEBRA** Pro Grass Line Marking Machine

£760.00 £929.50 save 18%

In Stock

ADD TO BASKET

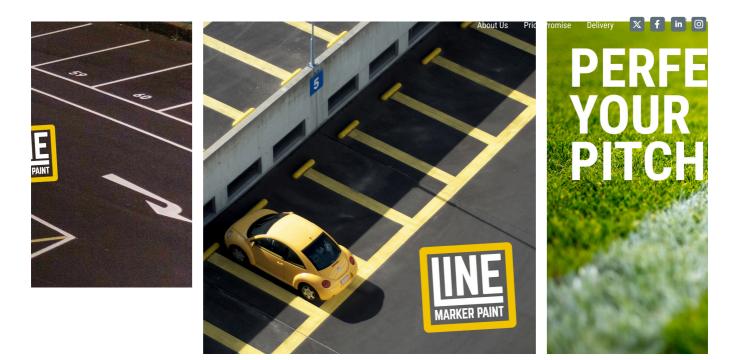
**VIEW PRODUCT** 

 $\star$   $\star$   $\star$   $\star$   $\star$  1 reviews

### FOLLOW OUR COMMUNITY



View our latest photos from our community. Share how you're using our products by mentioning **@linemarkerpaintonline** on Instagram



#### GET THE LOWDOWN FROM OUR BLOG



#### **Preparing Grass & Turf For Line Marking**

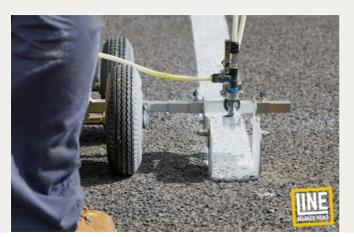
GO

Proper preparation of your field or turf will ensure precise and vibrant lines that will stand the test of time.



#### How To Mark A Football Pitch Sports line marking can be daunting, with specific dimensions that directly shape the playing style and inform the rules, getting







4/7

#### **Preparing Hard Surfaces For Line Marking**

The worst-case scenario is to spend a small fortune on line marking paint and applicators just for the fresh

GO

#### The Dimensions Of A Cricket Pitch

Cricket is a game of distances. From the player's positioning to the the share in the ball, precision is paramount.



#### Partnering with the best













Sign up to our newsletter to receive special offers and new product updates

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#### Secure online payments



#### CATALOGUE

Line Marking Paint Line Marking Machines

GPS Marking Machines

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#### **APPLICATIONS**

Car Park Line Marking

About Us

Price Promise

Delivery

X f in Ø

Car Park Line Marking		
Ground Marking Paint		
Warehouse Line Marking		
Playground Line Marking		
Road Line Marking		
Sports Ground Line Marking		
Football Pitch Line Marking		
Tennis Court Line Marking		
Line Marking Aerosol Spray		
Temporary Line Marking		
Survey Marking		
Tree Marking		
Artificial Pitch Line Marking		

#### **HELP & INFO**

BlogBulk OrderingPayment & DeliveryTerms & ConditionsPrivacy PolicyContact UsAbout UsFAQsSports HubPaint CalculatorTool HireSpace HeatersDehumidifiers



The UK's largest distributor of line marking paint and equipment for use on grass or hard surfaces.





Trade Gear Ltd Stanley Grange Knowsley Park Liverpool L34 4AR



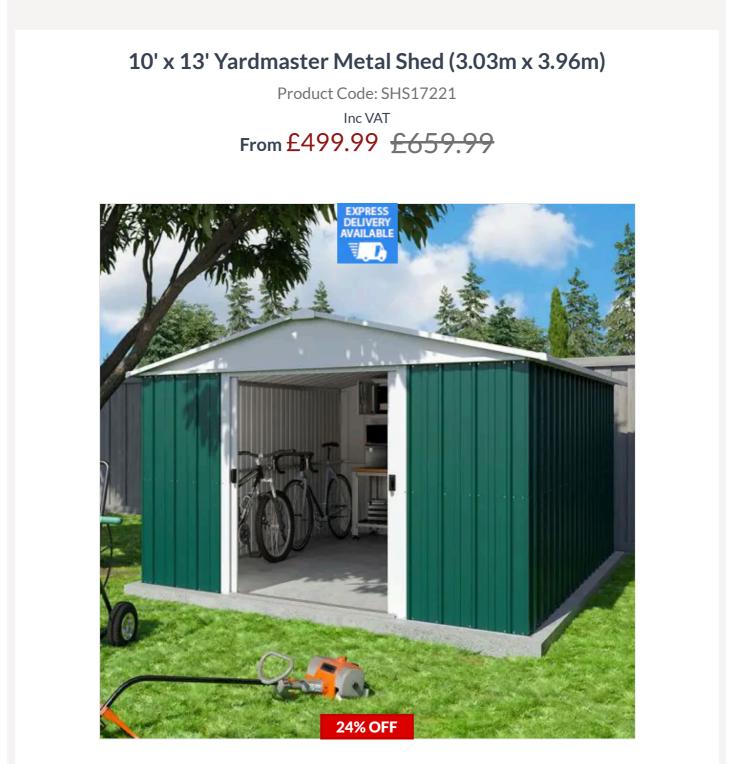








#### Metal Sheds





• 15-year anti-rust guarantee

10' x 13' Yardmaster Metal Shed 1013GEYZ | Shedstore

- Constructed from hot-dipped galvanised steel
- Lockable sliding double doors and 2 translucent roof panels
- Unique 7 layers of protection
- Maintenance-free



Size & Specification

Express Delivery (postcode exclusions apply\*)

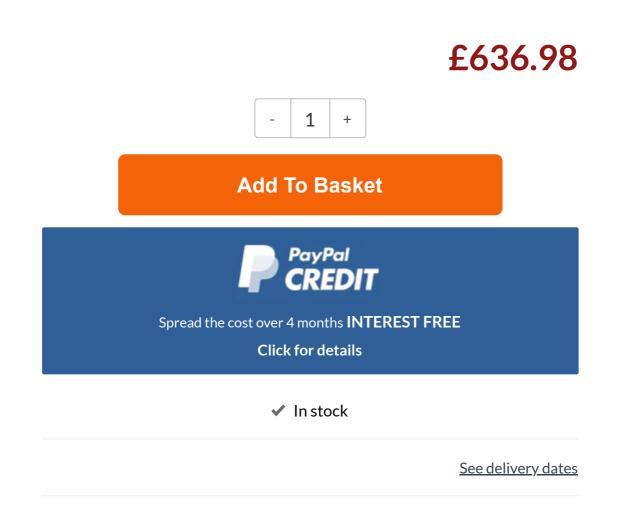
Standard Delivery +£0.00

#### Optional Floor Support Kit 📀

10x13 Floor Support Kit + £136.99

#### Optional Integral Shelving 📀

No Shelving +£0.00



#### **Other Customers Recently Purchased**



6' x 4' Forest 4Life 25yr Guarantee Overlap Pre... £304.99 £389.99



8' x 6' Forest Beckwood 25yr Guarantee Shiplap ... £549.99 £599.99



7' x 5' Forest 4Life 25yr Guarantee Overlap Pre...

£424.99 £529.99



6' x 3' Forest 4Life 25yr Guarantee Overlap Pre... £309.99 £384.99



8' x 6' Forest 4Life 25yr Guarantee Overlap Pre... £434.99 £559.99

Specification	$\sim$
Description	$\checkmark$
Why choose a Yardmaster Metal Shed?	~
Trustpilot Reviews	$\checkmark$

Delivery

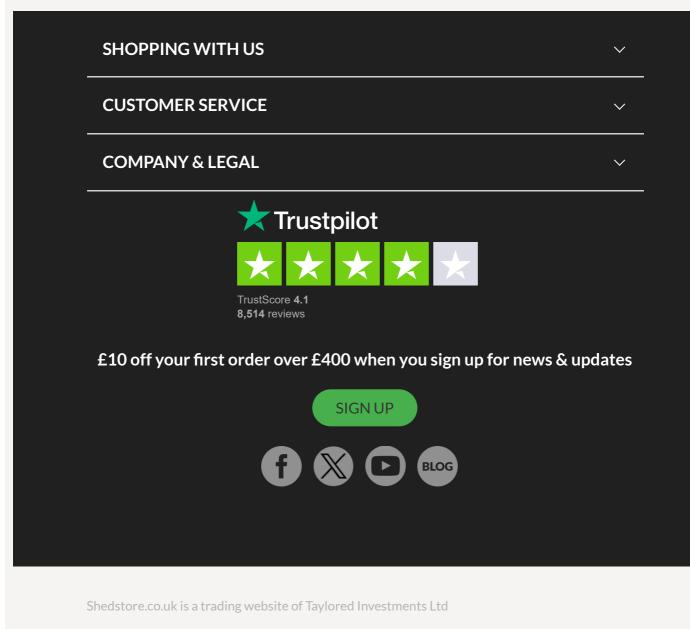
#### **CREDIT** CREDIT AVAILABLE ON ORDERS OVER £99

This example represents the typical costs of using PayPal Credit as a standard funding method. Interest on your instalment offer is fixed for it's duration. See terms for more details.

#### **Representative Example**

Purchase Rate 23.9% p.a. (variable) Representative 23.9% APR (variable)

Assumed Credit Limit £1200



All prices include VAT. \*Free delivery and Pick A Day delivery areas vary by product range, see individual product pages for details. Restrictions apply: see product lead-time and post code checker for availability. All sizes quoted are approximate. Products where shown painted have been decorated for photography purposes only.

Credit subject to status and affordability. Terms & Conditions Apply. Taylored Investments Limited trading as www.shedstore.co.uk is a credit broker and is Authorised and Regulated by the Financial Conduct Authority.

Credit is provided by PayPal Credit, a trading name of PayPal UK Ltd, Whittaker House, Whittaker Avenue, Richmond-Upon-Thames, Surrey, United Kingdom, TW9 1EH, authorised and regulated by the Finance Conduct Authority. Finance Services Register no.808214.



#### LLANHARAN COMMUNITY COUNCIL

#### **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU	and the second s
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	RRYNGAE FOCTBALL CLUB.
Registered Charity Number (if applicable)	MA.
Name of Main Contact: (All correspondence will be addressed to this person)	Stave Richards.
Full Postal Address of Applicant:	I VERLAND UMM, PENCOED. BRIDGEND. CA356TY.
Contact Telephone Number:	Daytime: Mobile: 0758/076933
Main Contact Email Address:	SRICUARDS758 BINNIERNEF-COM.
Has the organisation received G Community Council in the past i If the answer is yes, please com	3 years?
Date	Amount
24/11/23	£ 1300
2022	£ \$00
7021	£ 499
11 A A A A A A A A A A A A A A A A A A	£
Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed	Yes 🗹 No 🗆

Please provide a brief description of the main aims and activities of the organisation applying for a Grant. SPORMS FRETSING CLUB. To EMABLE Membery of the Community chance le jour à feetball term ten training and MATOUS. How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area? 45+ Members. Approp 70%. Are you a not for profit organisation? Yes 🗹 No 🗆 How long has the organisation been established? 2005.

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID? Please provide a brief description of specifically what you intend to use the Grant Aid for? ARMAING EQUIPHMENT - BAUS Maris. Remained Kit. Playing Kit Ten termi. FIRST MO KAF. How will the Grand Aid benefit the Community? To Ensent that feelbour is similable te the Community os it continus to GROW. Plentse vore lats of and ven members are from the new houses being built and rea to the Commenty. Please provide the dates you intend to start and finish the project. Start Date: 2024 2025 -Completion Date:

SECTION C: How much Grant Aid is being applied for? What is the total cost of the project/items for which Grant Aid is required? 1499. What is the amount of Grant Aid the organisation would like to apply for? 1 499 What other sources of funding have been approached, or are available for the project? Members Fees Dono overly in Subs + Europensing. Supply the following information dependant on grant applied for. A. Up to £100 Organisation/Group constitution or rules B. £101 - £499 Income and expenditure account/balance sheet Last bank statement for ALL bank accounts Constitution or rules VAT registration Is the organisation profit making? Provide quotations for items the Grant will be used for. C. £500 - £2,000 As requested in B Latest audited/ratified accounts and balance sheet. 8 | Page

Section D: Sustainability Will the project/activity continue after this funding has ended? Yes 🗹 No 🗆 If yes, provide details. Prins with fundeming + Member Fees. Section E: Payment Details If your application is successful, payment will be made using the details below. Account Name (Use name of the organisation applying as in Section A) BRYNCHE FECTOM CLUB. Account Number 73566306 Sort Code 55-61-50 9 | Page

SECTION	IF: Completing the application
Your Sign named in	ature – This must be the signature of the main contact Section A
Declarati	on:
	certify that the information contained in this application is orrect.
	the information changes in any way I will inform Llanharan Community Council.
Signed:	BILE. Date: 25/6/24
Position h	neld in organisation:
Please no	ote that this form requires two signatures:
Second S	Signature: ASMlay Knull
Position h	neld in organisation: CUAIRMAN.
Signed:	AMG Date: 25.5.24
	ed application forms should be returned to: ne Council
	a Community Council
2 Chapel Llanharan	
CF72 9Q/	Ą
clerk@llar 01443 23	nharan-cc.gov.wales 1430

#### **Checklist:-**

- $\checkmark$  A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- Submission of the application form is completed before the deadline date.

SECTION F: Com	pleting the	he application
----------------	-------------	----------------

Your Signature – This must be the signature of the main contact named in Section A

#### **Declaration:**

- I certify that the information contained in this application is i. correct.
- If the information changes in any way I will inform Llanharan ii. Community Council.

Signed:

Date: 25/6/24

Position held in organisation:

Please note that this form requires two signatures:

ASHlay Knell Second Signature:

Position held in organisation: CUAIRMAN

Signed:

Date: 25.5.24

Completed application forms should be returned to: Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430

#### **Checklist:-**

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.

	Bryncae Football Club	Season 202	3/2024
IN		Out	
£668	Balance from 2022/2023	£462	Pant 3g Pitch Training
£3,206	Subs	£643	RCT Pitches
£490	Cards	£101	Match Balls
£100	Platform 11	£880	Referees
£1,300	Community Council	£682	Laundry
£730	LG Property	£160	Fines (club and player)
£300	AJ Dustbusters	£596	Playing Kit
		£1,220	Training wear
		£124	Trophies/Presentation
		£287	Training euipt and frist aid
		£80	BDFL SWFA Affiliation
		£208	D3 Signs Pitch and road
		£677	3G Pitches Pencoed
		£576	Winter training 3G Brynmenyn
otal In	£6,794	Total Out	£6,695
alance	£99		

Account Name BRYNCAE FOOTBALL CLUB BUSINESS ACCOUNT

Account No Sort Code Page No 55-61-50 1 of 2 73566306

NatWest

24 ine

0042183-0001-0 00022000/00045457/389 B MR STEVEN RICHARDS BRYNCAE FOOTBALL CLUB 1 VERLAND WAY PENCOED BRIDGEND, MID GLAMORGAN CF35 6TY



**Current Account** 

Summary	
Statement Date	05 JUN 2024
Period Covered	04 MAY 2024 to 05 JUN 2024
Previous Balance	£148.57
Paid In	£525.00
Withdrawn	£0.00
New Balance	£673.57
BIC	NWBKGB2L
IBAN	GB23NWBK55615073566306

Business Savings from Mastercard is a free merchant discount programme for which you are now eligible

When you use your Mastercard Business debit card to make a qualifying purchase at a participating merchant, a rebate will be paid directly to your account. Rebates are normally paid within three to five business days after the qualifying purchase. Rebates will show on your monthly and online statements.

Find out more - www.natwest.com/mastercardsavings

Restrictions apply. Participating merchants and rebates offers subject to change. Mastercard Business Savings Programme terms and conditions can be found on the Mastercard Website

https://www.priceless.com/shopping/product/166756/business-savings-terms-and-conditions

If you don't wish to participate in the Mastercard Business Savings Programme, please contact us using the number on the back of your card.

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£) Withdrawn(£)	Balance(£)
04 MAY 2024	BROUGHT FORWARD		148.57
	Credit 000061	300.00	448.57
	OnLine Transaction RICHARDS SJ/CP . VIA MOBILE - PYMT	225.00	673.57

- 1576 BRIDGENO Council TEMINING 3G. CHEQUE Nº 000282.

Brichner \$ 97.57p.



National Westminster Bank Plc. Registered in England & Wales No 929027. Registered Office. 250 Bishopsgate, London, EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority



Affiliated to the South Wales Football Association

# Constitution

### 1. Name

The club name will be called Bryncae Football Club and will be affiliated to the South Wales Football Association.

2. Aims and Objectives The Aims and objectives of the club will be:

To offer coaching and competitive opportunities in football

To promote the club within the local community and football

To manage the football club

To ensure a duty of care to all members of the club

To provide all its services in a way that is fair to everyone

#### 3. Membership

To ensure all present and future members receive fair and equal treatment

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

Full member

Junior member

Life member

#### 4. Membership fees

Membership fees will be set annually and agreed at the Annual General Meeting.

Fees will be paid: By weekly subscription

# **5. Officers of the club** The officers of the club will be:

Chair: Ashley Knill

Vice Chair: L Stroud

Honorary Secretary: Steve Richards

Fixture Secretary: Ashley Knill

Treasurer: Steve Richards

President: Roger Turner

Officers will be elected annually at he Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

#### 6. Committee

The club will be managed through the management committee consisting of:

Chair, Vice Chair, Honorary Secretary, Fixture Secretary and Treasurer. Only these posts will have the right to vote at meetings of the Management Committee.

The management committee will be convened by the secretary of the club and held no less than quarterly.

The quorum required for business to be agreed at the Management Committee meetings will be: Three and must include within those three the Chair or Vice Chair.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that effect the organisation of the club.

The Management Committee will have he powers to adopt subcommittees as necessary and appoint advisers to the Management committee as necessary to fulfil its business.

The management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action or suspension or discipline following such hearings.

### 7. Finance

All club money will be banked in an account held in the name of the club

The club treasurer will be responsible for the finances of the club

The financial year will end on 30th May each year

The treasurer at the annual general meeting will present an audited statement of annual accounts.

Any cheques drawn against the club funds should hold the signatures of the treasurer plus up to one other officer.

#### 8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be give by the club secretary. Not less than 7 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nomination for officers of the Management Committee will be sent to the secretary prior to the AGM.

Elections of officers are to take place at the AGM

The quorum for AGMs will be 25% of the membership.

The management committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

#### 9. Discipline and Appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the clubs child protection policy and procedures. The welfare officer is the lead contact for all members in the vent of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the secretary.

The Management Committee will meet to hear the complaints within seven days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within ten days of the hearing. There will be the right to appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within seven days of the secretary receiving the appeal.

#### **10. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Ysgol Dolau Sports Department.

#### 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM

12. Declaration

Bryncae Football Club herby adopts and accepts this constitution as a current operating guide to regulating the actions of members.

Signed:

Date: 1/6/24.

Name: Steve Richards Position: Honarary Secreatary

Signed:

Name: Ashley Knill Position: Chairman

Signed:

lee Dut

Name: Lee Stroud Position: Vice Chair

Date: 1/6/24

Date: 1/6/24



# Appendix One

# Llanharan Community Council Grant Feedback

Steve Richards.
BRUNCAE Fectborn Club.
I VERIANO WAY. PENCOED. BRINGEND. CF35674.
07581 076 933
SPICE ALOS 75 @ BTIMEANEL Com
10000
FootBAM KIL. FootDAMS. WATER Rottles. GAST AND.
£ 1300.
New Zolz.

12 | Page



# Appendix Two

# Llanharan Community Council Grant Spend Confirmation Form

Name:	Steve Richards.
Organisation:	BRYNCHE FECTBALL CLUB.
Address:	I VERLAND WMY. PENCOECI, CN355P1.
Telephone:	07581 076933
Email address:	SPACUARDS 75@ BTINTERNEL Con.
Date & Amount granted:	NON 23 - \$1300
Specific reason for grant: What was the grant for:	Fectball Kul + EGIPTIMENT Fea SHARMING A SECOND TEDAM.
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	Yes full Amain SPENT. 1942 - \$596.20 7201199 Kil \$ 12/9.54. 7201199 Kil \$ 12/9.54. 7201199 Кil 60 урганент. \$287.66 Вания (мала) \$101.057.

Required for grants of £500 or more

14 | Page

I was happy with the application process?	Yes 🗹 No 🗆
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	TUIS MAY ENABLOOD the Club to Shan A Secons teram with Mark Members

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430

13 | Page



# **Sales Invoice**

BRYNCAE SENIORS

Tel: +44 (0)1656 659424 accounts@eurologo.co.uk www.eurologo.co.uk

Account No.	BRY008		
Invoice No.	25587		
Date	11/09/23		
Reference	Steffan		
Payment	See below for payment terms		

Page: 1

Description	Quantity	Price	Total	VAT Code
101371.111 Hobby II black/ grey - emb L/B	40.00	18.33	733.20	1
Emb logo R/B	40:00	2.50	- 100.00	0
Printed sponsor to back of neck	40.00	3.00	120.00	0
Printed sponsor to front	40.00	3.00	120.00	
And the first second				
· · · · · · · · · · · · · · · · · · ·	· .			
			A Martin	
			44	
VAT Summary	Total Nett		1072.00	-

VAT Summary				
Code	Rate (%)	Nett	VAT	
0	Contraction of the	340.00		
1	20.00	733.20	146.64	

1073.20
146.64
1219.84

Payment Terms: Payment is due on collection

All goods remain the property of Eurologo Wales Limited until payment is received in full All transactions are accepted subject to our standard terms and conditions All amounts are in GBP (Pounds Sterling) unless stated otherwise Payment Details: Cheques payable to: For BACS Payments:

Eurologo Wales Limited Sort Code: 40-13-23 Account Number: 92349000

Please use invoice no. as reference

Eurologo Wales Limited, Unit 9 New Street, Bridgend Industrial Estate CF31 3UD Registered in England and Wales No.5244206 VAT Reg No. GB 484 3049 37

### KITSPORTSWEAR

UNIT 35, CIDO BUSINESS COMPLEX CHARLES STREET LURGAN COUNTY ARMAGH, BT66 6HG United Kingdom

Bryncae fc 14 Authors Place Llanharan CF729UR

United Kingdom

THANK YOU FOR PURCHASING FROM KIT SPORTSWEAR

### Invoice

Number:	64735
Date:	9th Jan '24
Due By:	25th Feb '2-
Account:	BRYNO-
Purchase Order:	BRYNCAE SOCCEI

Qty	Description	Unit Price Tot	al VAT
15	FULL SOCCER KIT JUNIOR	36.00 540.0	00.0 00
1	FULL GOALKEEPER KIT JUNIOR	37.00 37.0	00.0 00
1	DELIVERY COST	16.00 16.0	3.20
PAYMENT	TERMS ARE STRICTLY ON RECEIPT OF INVOICE	Ne	t: £593.00
BANK DETAILS FOR BACS PAYMENTS .		VAT @ NA%	5: £0.00
BANK DETA		VAT @ 20%	E3.20
1. Sec. 1. Sec	NUMBER - 10550626	TOTAL	£596.2C
SORT COD	E 98 03 30	Less amount paid	E596.20)
CHEQUES	SHOULD BE MADE PAYABLE TO KIT SPORTSWEAR	AMOUNT DUE	: £0.00

2

**KIT** Knowledge in Teamwear



						Invoice	
				Paid			
				Payment referen Sold by Valleys	nce ID bfPJ14k05Viig4V1e7Hv		
				VAT # GB24506			
	STEVE RICHARDS			Invoice date / D	letvery date 10 January 2024 INV-GB-1805695		
	1, VERLAND WAY PENCOED BRIDGEND, CF35 6TY			Total payable	£101.05		
WAY THE	GB			. The standard stand			
	For customer support visit www.amazon.co.uk/con	tisci-us					
	Billing address	Delivery address		Sc	old by		
	Steve Richards 1. VERLAND WAY PENCOED	Steve Richards			ileys Sports Itd ILLEY SPORTS 11 MARKET S	IRFET	
	BRIDGEND, CF35 6TY	BRIDGEND, CF35 6TY			arket street	and the second	
	GB	GB			ntypridd, Mid Glam, CF37 2ST		
				GB	3 NT # GB245063228		
	and the second second			· · · · · · · · · · · · · · · · · · ·	in a state and a state of the state of the state		
	Order information						
	Order date         09 January 2           Order #         206-2969982						
	Invoice details	State of the second sec					
			Oty	Unit price	VAT rate Unit price	item subtotal	
	Description		Uny	(excl. VAT)	(Incl. VAT)	(incl. VAT)	
	Mitre Ultimatch One Football, Enhanced Contro Accuracy Ball, White(Aqua Blue)Blue hyyBlack	Extra Durability, Added	5	£16.84	20% £20.21	£101.05	
Ned Th	al choire Endline SAC			- Contraction of the	a fan de ser in fan de ser		
	Shipping Charges			£0.00	£0.00	£0.00	
			Invoice	e total		£101.05	
				VAT rate	item subtotal (excL VAT)	VAT subtotal	
				20%	£84.20	£16.85	
			Total		£84.20	£16.85	
				1			
4	MATCH BAILS					$(1,1) \in \{1,\dots,n\}$	
	MATCH SMI)						
	-						
				Profession (			
						and the second second second	18 1.
						Page 1 of 1	
1							
1							

# NET WORLD SPORTS»

### Invoice

<b>Bill-to Address</b> Lee Stroud 14 Authors Place Llanharan Pontyclun	<b>Ship-to Address</b> Lee Stroud 14 Authors Place Llanharan Pontyclun		Net World Sports Ltd Bryn Lane Wrexham Industrial Estate Wrexham LL13 9UT United Kingdom
Wales, CF729UR	Wales, CF729UR	Phone No	+44 (0)1691683807
United Kingdom	United Kingdom	Website	www.networldsports.co.uk
Invoice No	PSI13121871	Email	sales@networldsports.com
Sell-to Customer No	C02406815	Company Registration No	06899671
Order No	S13114877	VAT Registration No	GB946544201
Order Date	2024-06-17	Bank	HSBC Bank
Document Date	2024-06-18	Account Number	82665255
Payment Terms	Net 0 days	Sort Code	40-47-26
Payment Method	Worldpay UK	Swift BIC	HBUKGB4B

SKU	Description	Quantity	Unit of Measure	Unit price	VAT %	Discount %	Amount
FA24843	Team First Aid Kit	1	Piece	26.99	20	15	22.94
AC45027	10 Hygiene Bottles (1 Litre) & Foldable Bottle Car	2	PCS	39.99	20	15.0000	67.98
SC45265	FORZA Training Footballs & Carry Bag [12 Pack] - S	1	PCS	79.99	20	15.0000	67.99
TR37815	FORZA Football Training Marker Cones [Pink] - Pack	1	Piece	9.99	20	15	8.49
TR33027	FORZA Football Training Marker Cones [White] - Pac	1	Piece	9.99	20	14.91491	8.50
AC45102	FORZA Corner Flags & Poles [Pack of 4]	1	Piece	21.99	20	15	18.69
SC36713	FORZA Sicuro Goalkeeper Gloves - Size 11	1	Piece	14.99	20	15	12.74
AC16725	Plastic Net Pegs - 20 Pack with Peg Bag	1	PCS	9.99	20	15.0000	8.49
TR45835	FORZA Bibs Pink XL (5 Pack)	3	Piece	7.66	20	15.00652	19.54
TR45831	FORZA Bibs Florescent Green XL (5 Pack)	3	Piece	7.66	20	15.00652	19.54
SHIPPING	Shipping Charges	1	Piece	32.95	20	0	32.95

Total GBP (Excl. VAT)	239.87
20% VAT	47.99
Total GBP (Incl. VAT)	287.86





To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a general Grant, the application form must ordinarily be completed and returned by the end of June for consideration in July and by the end of December for consideration in January. Applications may be submitted to subsequent grant meetings under certain circumstances if appropriate.

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback forms in Appendix One and Appendix Two.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

# Clerk to the Council Llanharan Community Council

clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

# LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Guidance Notes**

# Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

## Eligibility

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

# Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

# All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted. Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

### **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

# LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU			
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	lot Brynna. Raunbow Guides		
Registered Charity Number (if applicable)			
Name of Main Contact: (All correspondence will be addressed to this person)	Ars Joanna Hobbs		
Full Postal Address of	8 Cerdin Avenue		
Applicant:	Pontyclun		
	Pontychin CF72 9ER		
Contact Telephone Number:	Daytime: Mobile: 07852.フタ4010		
Main Contact Email Address:	rich.hobbs@btinternet.com		
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?NOIf the answer is yes, please complete the box below:			
Date	Amount		
	£		
	£		
	£		
	£		
Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed for the application to be considered.	Yes 🛛 No 🛛		

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

Raunbow bude Muit, part of bert budeng, organisation for girls and women

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

18 girls (plus waiting hit of to) 4 leaders, 50%t to live in Bryung or Manharan, vest in Pontychien or Pencoed Are you a not for profit organisation? Yesi 🖉 No How long has the organisation been established? This unit has been running for a number of years. I began running it 3 yrs ago

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID? Please provide a brief description of specifically what you intend to use the Grant Aid for? We take the gerts on a number of trips every year. When we are in a large group of shee Raenboos it can be hard to identify as girls quickly so I such to purchase neckerchiefs. In a bright colour so we can easily make art our girls How will the Grand Aid benefit the Community? budieg is an inportant part of many gerbs & womens lives and benefits Them Please provide the dates you intend to start and finish the project. Start Date: 1/9/24 Completion Date: 30/9/24

SECTION C: How much Grant Aid is being applied for? What is the total cost of the project/items for which Grant Aid is required? required? Each neckerchief costs \$3.50 and each woggle is\$1.10 - 20 x 4.60 \$92 What is the amount of Grant Aid the organisation would like to apply for? \$ 92 What other sources of funding have been approached, or are available for the project? Ow girls pay terminy subs to cove the cost of craft supplies hall reital and badges Supply the following information dependant on grant applied for. • Organisation/Group constitution or rules \_\_\_\_\_\_ beer set. B. £101 - £499 Income and expenditure account/balance sheet Last bank statement for ALL bank accounts Constitution or rules VAT registration Is the organisation profit making? Provide quotations for items the Grant will be used for. C. £500 - £2,000 As requested in B Latest audited/ratified accounts and balance sheet.

Section D: Sustainability Will the project/activity continue after this funding has ended? No 🗆 Yes d If yes, provide details. Ous gurb pay sabs Section E: Payment Details 16 () . (N. If your application is successful, payment will be made using the details below. Account Name (Use name of the organisation applying as in Section A) 1st Brynna Racebow Guides Account Number 20587462 Sort Code 30 99 50

#### **SECTION F: Completing the application** と思われる

Your Signature – This must be the signature of the main contact named in Section A

### Declaration:

- I certify that the information contained in this application is i. correct.
- If the information changes in any way I will inform Llanharan İİ. Community Council.

Signed: JEMables

Date: 28/6/24

Leader Position held in organisation: Please note that this form requires two signatures:

Second Signature:

Position held in organisation:

Signed:

flolphas

Unit Helper Date: 28/6/24

# Completed application forms should be returned to:

Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan **CF72 9QA** clerk@llanharan-cc.gov.wales 01443 231430

## **Checklist:-**

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.

- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



# **Appendix One**

# Llanharan Community Council Grant Feedback

Name:	
Organisation:	
Address:	
Telephone:	
Email address:	
Website:	
Reason for previous application: (Project.activity name/details)	
Amount received:	
Date received:	

I was happy with the application process?	Yes 🗆	No 🗆	
If your answer to the above question is no, please give further details to enable us to improve the application process.			
How has the donation made a difference to the Community?			

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430



# Appendix Two

# Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	
Organisation:	
Address:	
Address.	
Telenhono:	
Telephone: Email address:	
Date & Amount granted:	
Specific reason for grant: What	
was the grant for:	
Was the entire amount granted	
spent on what was in the application? If not provide a	
narrative on what it was spent on	
and/or how much of the grant	
remains unspent.	

Officers note: Is evidence	
required? (If over £500 applicant to provide invoices)	
Did the donation achieve its aims in relation to making a difference to the Community?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430 . ب ب

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Girlguiding Central Glamorgan County

# GIRLGUIDING CENTRAL GLAMORGAN

COUNTY CONSTITUTION Updated August 2020



# CONSTITUTION OF GIRLGUIDING CENTRAL GLAMORGAN COUNTY BUSINESS COMMITTEE

### 1. FUNCTION

The function of the County Business Committee ("the County Committee") of **Girlguiding Central Glamorgan** ("the Guide County") is to direct the general development and foster the growth and spirit of The Guide Association within the County of Central Glamorgan in accordance with the provisions of The Guiding Manual and the Handbooks of the Guide Association in force from time to time. The voting members of the County Committee are the charity trustees of the Guide County in accordance with the provisions of the Charities Act.

### 2. THE COUNTY COMMITTEE

### 2.1 Membership

The County Committee shall have the following members: -

The County President by invitation The County Commissioner The Assistant County Commissioner(s) (2) The Division Commissioners ((9 Divisions) District if Division shared) The County Minutes Secretary The County Treasurer The County Trefoil Guild Chairperson The Chairperson of the Guiding Development Committee The Adviser for Public Relations The Chairperson of the Gorwelion Management Committee A Member(s) of the Junior Council of the County Other Advisers appointed to the Committee by the County Commissioner and whose appointments are ratified by the County Commissioner and whose appointments are ratified by the County

### 2.2. Chairpersonship

The County Commissioner shall be Chairperson of all meetings of the County Committee and may appoint a Chairperson who will preside in her absence.

### 2.3 Convening Meetings

The County Commissioner shall call at least three meetings of the County Committee to be convened in each year by written notice by electronic communication to the members of the County Committee specifying the agenda for the meeting and posted not less than 4 days before the date of the meeting.

### 2.4 Substitutes

If a Division Commissioner is unable to attend a meeting, she must nominate any member of her Division Committee to attend in her absence with power to vote on behalf of the Division.

### 2.5 Voting

- **2.5.1** All core members of the County Committee are entitled to vote.
  - > The Chairperson
  - Assistant County Commissioners
  - > Division Commissioners (or their representatives)
  - > The Chairperson of the Guiding Development Committee
- **2.5.2** Each Division shall have one vote only by its Commissioner or her representative

### 2.6 Quorum

There shall be a quorum if at least one third of the voting members are present, including the Chairperson, an Assistant C.C. the County Treasurer or the County Administrator.

### 2.7 Invitations

The County Commissioner may invite any person to attend any meeting or part of a meeting for a specific purpose. Such person(s) may speak with the permission of the Chairperson but shall have no vote. Other Advisers and Consultants may be invited to attend when necessary.

### **3 SUB-COMMITTEES**

### 3.1 Sub Committees to be formed

The County Committee may set up such sub-committees, or ad hoc committees, of the County Committee as it may from time to time deem necessary and shall determine whether or not the sub-committee, if permanent, is to have a formal written constitution. The constitution and any amendment to it must be ratified by the County Committee.

For example: -Gorwelion Must have a written constitution, as so should all other County properties

### 3.2 Chairpersonship

The Chairperson of each sub-committee is appointed by the County Committee, for an initial period not exceeding three years in total with the possibility of extending this period for a further two years but not exceeding five years in total.

### 3.3 Ex Officio Members

The County Commissioner, Assistant Commissioners, or County Secretary shall have ex officio membership of all sub-committees.

### 3.4 Appointment of members

The County Committee in consultation with the Chairperson of each subcommittee shall appoint members of the sub-committee.

### 3.5 AD HOC COMMITTEES

The terms of reference and membership (other than the Chairperson) of any ad hoc committees shall be decided by the County Committee

### 4. FINANCE

Any bank account opened by the County Committee or any sub committee shall be operated only on the signatures of at least two members of the County Committee or the sub-committee accordingly. GG Policy and procedures apply accordingly.

Consent for expenditure shall be in accordance with the parameters set out below:

Up to £500 on the authority of the Treasurer. Up to £1,000 with the approval of the Chairperson or Secretary Over £1,000 the expenditure must be approved by the County Committee - such consent shall not be unreasonably withheld.

The County Committee shall ensure that adequate insurance cover for its property is maintained and reviewed from time to time.

### 5. HEAD OF PROPERTIES

The county has a head of properties who is irresponsible for the over seeing of all county buildings. The position is one of go-to for advice and guidance in the management of each property.

All properties have their individual property manager and committee. The property manger will report to the Head of properties. Each of the individual property chairs form part of the property group managed by the head of properties.

### 6. PRESIDENTS AND VICE PRESIDENTS

- 6.1 The President and Vice Presidents are appointed by the County Commissioner with the agreement of the County Committee. Upon finishing her term of office the former County Commissioner will be invited to becomes a county Vice President.
- 6.2 Vice Presidents shall be appointed for life or until such time as they resign.

### 7. ANNUAL REVIEW

The Annual Review of the Guide County shall be held once in each calendar year to celebrate the achievements of the County. The Annual report and a Statement of Accounts prepared in accordance with the relevant provisions of the Charities Acts will be presented to the County Committee and available to the County for comment.

### 8. COUNTY DIRECTORY

Is available via Go for each Division and the County Go coordinators manage appropriate requests.

### 9. CONSTITUTION

### 9.1 Amendment

This Constitution may be amended by resolution at an ordinary meeting of the County Committee or a special meeting of the County Committee convened for the purpose by not less than 4 days' notice in writing which shall be sent to each member of the County Committee. Neither this Constitution nor any amendment to this constitution shall have effect until approved by the County Committee of **Girlguiding Central Glamorgan** of The Guide Association.

### 9.2 Voting on Amendments

Any change in the Constitution shall be decided by most votes of those present and entitled to vote.

### 9.3 Records

A copy of this Constitution shall be signed by the County Commissioner and County Secretary, dated, and deposited at Country/Region Headquarters.

Signed

# J Thomas

Julie Thomas County Commissioner

And was approved by resolution of the Business Committee of the County Committee on date: - 28 October 2020



To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a general Grant, the application form must ordinarily be completed and returned by the end of June for consideration in July and by the end of December for consideration in January. Applications may be submitted to subsequent grant meetings under certain circumstances if appropriate.

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback forms in Appendix One and Appendix Two.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

### Clerk to the Council Llanharan Community Council

clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

# LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Guidance Notes**

Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

## Eligibility

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

# Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

# All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted. Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

### **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

### LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Form**

The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	Ist Brynna Browner
Registered Charity Number (if applicable)	
Name of Main Contact: (All correspondence will be addressed to this person)	Mrs Joanna Habbs
Full Postal Address of Applicant:	8 Cerdin Avenue Pontydien CF72 9ER
Contact Telephone Number:	Daytime: 07852. 794010 Mobile:
Main Contact Email Address:	rich. hobbs@btinternet.com
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? If the answer is yes, please complete the box below:	
Date	Amount
	£
	£
	£
	£
Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed for the application to be considered.	Yes 🛛 No 🗆

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

Brownie bude Muit part of God Guiding, organisation for gubs and women How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council nea? 25 girls (plus a watting list of 5) 3 leaders, 2 young leaders 70% + luce in Brynna ar Manharan, rest in Portyclien area? Are you a not for profit organisation? charity Yes No How long has the organisation been established? I started this unit about 1/2 years

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID? Please provide a brief description of specifically what you intend to use the Grant Aid for? We take the girls on a number of tops every year, many are large scale events with other gerts from other units. I wish to purchase neckochiefs in a bright islaw so The leaders can easily make out out gerts How will the Grand Aid benefit the Community? buderg 15 av inportat part of Mæng gerb and womeen lives Please provide the dates you intend to start and finish the project. Start Date: 1/9/24 Completion Date: 30/9/24

**SECTION C: How much Grant Aid is being applied for?** What is the total cost of the project/items for which Grant Aid is required? Each reckerchief costs of 3.50 and each waggle is fl. 10 . Jwards like a contribution of Two towards Then What is the amount of Grant Aid the organisation would like to apply for? 7 100 What other sources of funding have been approached, or are available for the project? Our gers pay terminy subs to cover The cost of hallrental craft supplies and baddges Supply the following information dependant on grant applied for. • Organisation/Group constitution or rules <u>Set</u> B. £101 - £499 Income and expenditure account/balance sheet Last bank statement for ALL bank accounts Constitution or rules VAT registration Is the organisation profit making? Provide guotations for items the Grant will be used for. C. £500 - £2,000 As requested in B Latest audited/ratified accounts and balance sheet.

Section D: Sustainability
Will the project/activity continue after this funding has ended?
Yes No
If yes, provide details.
Ow gerh pay subs
Section E: Payment Details
If your application is successful, payment will be made using the details below. <b>Account Name (</b> <i>Use name of the organisation applying as in Section A</i> )
Ist Brynna Brownies
Account Number
54774460
Sort Code
Sort Code 30 99 50

And the second second second second second second second second second second second second second second second	the second second second second second second second second second second second second second second second se	
SECTION F: Comple		
		the second second second second second second second second second second second second second second second se
	атвла тпе зап	

Your Signature - This must be the signature of the main contact named in Section A

#### Declaration:

- I certify that the information contained in this application is i. correct.
- If the information changes in any way I will inform Llanharan ii. Community Council.

Signed: <

1 exides

Date: 28/6/24

Position held in organisation: header Please note that this form requires two signatures:

Second Signature:

Aldred

Position held in organisation:

Signed:

K Hobb

box Unit Helper Date: 28/6/24

# Completed application forms should be returned to: Clerk to the Council

Llanharan Community Council 2 Chapel Rd Llanharan **CF72 9QA** clerk@llanharan-cc.gov.wales 01443 231430

# **Checklist:-**

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.

- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



**Appendix One** 

# Llanharan Community Council Grant Feedback

· · · · · · · · · · · · · · · · · · ·	
Name:	
Organisation:	
Organisation.	
Address:	
Telephone:	
Email address:	
Email address.	
Website:	
Trobolio.	
Descention employed	
Reason for previous application:	
(Project.activity name/details)	
(Project. activity name/details)	
Amount received:	
Data rappivod:	
Date received:	

I was happy with the application process?	Yes 🗆	No 🗆	
If your answer to the above question is no, please give further details to enable us to improve the application process.			
How has the donation made a difference to the Community?			

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430



# Appendix Two

# Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	
Organisation:	
Address:	
Telephone:	
Email address:	
Date & Amount granted:	
Specific reason for grant: What	
was the grant for:	
Mosthe entire emount granted	
Was the entire amount granted	
spent on what was in the application? If not provide a	
narrative on what it was spent on	
and/or how much of the grant	
remains unspent.	

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	
Did the donation achieve its aims in relation to making a difference to the Community?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430





Girlguiding Central Glamorgan County

# GIRLGUIDING CENTRAL GLAMORGAN

COUNTY CONSTITUTION Updated August 2020



# CONSTITUTION OF GIRLGUIDING CENTRAL GLAMORGAN COUNTY BUSINESS COMMITTEE

#### 1. FUNCTION

The function of the County Business Committee ("the County Committee") of **Girlguiding Central Glamorgan** ("the Guide County") is to direct the general development and foster the growth and spirit of The Guide Association within the County of Central Glamorgan in accordance with the provisions of The Guiding Manual and the Handbooks of the Guide Association in force from time to time. The voting members of the County Committee are the charity trustees of the Guide County in accordance with the provisions of the Charities Act.

#### 2. THE COUNTY COMMITTEE

#### 2.1 Membership

The County Committee shall have the following members: -

The County President by invitation The County Commissioner The Assistant County Commissioner(s) (2) The Division Commissioners ((9 Divisions) District if Division shared) The County Minutes Secretary The County Treasurer The County Trefoil Guild Chairperson The Chairperson of the Guiding Development Committee The Adviser for Public Relations The Chairperson of the Gorwelion Management Committee A Member(s) of the Junior Council of the County Other Advisers appointed to the Committee by the County Commissioner and whose appointments are ratified by the County Commissioner and whose appointments are ratified by the County

#### 2.2. Chairpersonship

The County Commissioner shall be Chairperson of all meetings of the County Committee and may appoint a Chairperson who will preside in her absence.

#### 2.3 Convening Meetings

The County Commissioner shall call at least three meetings of the County Committee to be convened in each year by written notice by electronic communication to the members of the County Committee specifying the agenda for the meeting and posted not less than 4 days before the date of the meeting.

#### 2.4 Substitutes

If a Division Commissioner is unable to attend a meeting, she must nominate any member of her Division Committee to attend in her absence with power to vote on behalf of the Division.

#### 2.5 Voting

- **2.5.1** All core members of the County Committee are entitled to vote.
  - > The Chairperson
  - Assistant County Commissioners
  - > Division Commissioners (or their representatives)
  - > The Chairperson of the Guiding Development Committee
- **2.5.2** Each Division shall have one vote only by its Commissioner or her representative

#### 2.6 Quorum

There shall be a quorum if at least one third of the voting members are present, including the Chairperson, an Assistant C.C. the County Treasurer or the County Administrator.

#### 2.7 Invitations

The County Commissioner may invite any person to attend any meeting or part of a meeting for a specific purpose. Such person(s) may speak with the permission of the Chairperson but shall have no vote. Other Advisers and Consultants may be invited to attend when necessary.

#### **3 SUB-COMMITTEES**

#### 3.1 Sub Committees to be formed

The County Committee may set up such sub-committees, or ad hoc committees, of the County Committee as it may from time to time deem necessary and shall determine whether or not the sub-committee, if permanent, is to have a formal written constitution. The constitution and any amendment to it must be ratified by the County Committee.

For example: -Gorwelion Must have a written constitution, as so should all other County properties

#### 3.2 Chairpersonship

The Chairperson of each sub-committee is appointed by the County Committee, for an initial period not exceeding three years in total with the possibility of extending this period for a further two years but not exceeding five years in total.

#### 3.3 Ex Officio Members

The County Commissioner, Assistant Commissioners, or County Secretary shall have ex officio membership of all sub-committees.

#### 3.4 Appointment of members

The County Committee in consultation with the Chairperson of each subcommittee shall appoint members of the sub-committee.

#### 3.5 AD HOC COMMITTEES

The terms of reference and membership (other than the Chairperson) of any ad hoc committees shall be decided by the County Committee

#### 4. FINANCE

Any bank account opened by the County Committee or any sub committee shall be operated only on the signatures of at least two members of the County Committee or the sub-committee accordingly. GG Policy and procedures apply accordingly.

Consent for expenditure shall be in accordance with the parameters set out below:

Up to £500 on the authority of the Treasurer. Up to £1,000 with the approval of the Chairperson or Secretary Over £1,000 the expenditure must be approved by the County Committee - such consent shall not be unreasonably withheld.

The County Committee shall ensure that adequate insurance cover for its property is maintained and reviewed from time to time.

#### 5. HEAD OF PROPERTIES

The county has a head of properties who is irresponsible for the over seeing of all county buildings. The position is one of go-to for advice and guidance in the management of each property.

All properties have their individual property manager and committee. The property manger will report to the Head of properties. Each of the individual property chairs form part of the property group managed by the head of properties.

#### 6. PRESIDENTS AND VICE PRESIDENTS

- 6.1 The President and Vice Presidents are appointed by the County Commissioner with the agreement of the County Committee. Upon finishing her term of office the former County Commissioner will be invited to becomes a county Vice President.
- 6.2 Vice Presidents shall be appointed for life or until such time as they resign.

#### 7. ANNUAL REVIEW

The Annual Review of the Guide County shall be held once in each calendar year to celebrate the achievements of the County. The Annual report and a Statement of Accounts prepared in accordance with the relevant provisions of the Charities Acts will be presented to the County Committee and available to the County for comment.

#### 8. COUNTY DIRECTORY

Is available via Go for each Division and the County Go coordinators manage appropriate requests.

#### 9. CONSTITUTION

#### 9.1 Amendment

This Constitution may be amended by resolution at an ordinary meeting of the County Committee or a special meeting of the County Committee convened for the purpose by not less than 4 days' notice in writing which shall be sent to each member of the County Committee. Neither this Constitution nor any amendment to this constitution shall have effect until approved by the County Committee of **Girlguiding Central Glamorgan** of The Guide Association.

#### 9.2 Voting on Amendments

Any change in the Constitution shall be decided by most votes of those present and entitled to vote.

#### 9.3 Records

A copy of this Constitution shall be signed by the County Commissioner and County Secretary, dated, and deposited at Country/Region Headquarters.

Signed

# J Thomas

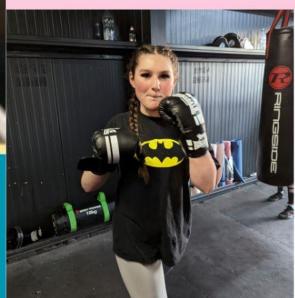
Julie Thomas County Commissioner

And was approved by resolution of the Business Committee of the County Committee on date: - 28 October 2020



# Llanharan Community Development Project Ltd





# **Wellbeing Art**

- Our Wellbeing Art runs every Monday morning between 10am-12noon (FREE) and Tuesdays (£3.50).
- Our sessions are open for anyone in our community to attend. There is no criteria to meet and all resources are provided. All ages and abilities are welcome.
- LCDP provides an art tutor to oversee these sessions and we try to be adult led therefore we let our group have an input into the art and crafts we make and consult weekly with them about future projects
- Sessions can include woodwork, art, beach art, photoshop, claywork, recycling/ upcycling projects and lots more. If our service users have an idea, we will turn our hands to whatever is achievable.





### **LCDP Adult Services**

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- Monday Wellbeing Art (am) Slow Cooker Class (pm) Citizens Advice Bureau Interlink Wellbeing Advice Dementia Group (evening)
- Tuesday Essential Skills workshop Wellbeing Art
- Wednesday Adult Learning Wales
- Thursday Happy Dayz (pm)
- Friday Over 50's Dinner Club Knitting Club



# **Community Garden**

• In June 2023, we successfully received funding from SPF to purchase an outdoor shed for shelter in our garden, with the help of volunteers, we were able to put a base down and install the shed early Autumn time.

• Our garden is open to everyone. There is no "open" or "closing" times. It's a space to enjoy for all. Whether it's sitting on the bench listening to the sounds of nature, weeding the garden paths, planting new produce, learning new skills or making friends, our garden is everyone's to enjoy.

• Produce from our garden is given to people in the community and used in our community café.

- We have a group of regular volunteers and always open for people passing by to pop in.
- We have run FREE garden workshops, Halloween events and weekly gardening clubs.
- For the 2<sup>nd</sup> year in a row, we achieved the Green Flag status.



# **Early Years and Childcare**

• We run our Day Nursery Provision from the LCDP Centers Project House. It is a small Nursery for ages 7 weeks- 5 years and is staffed by fully qualified professionals. We are a fully registered educational setting and have recently become Flying Start registered and work with Resilient Families supporting families identified that require peer to peer interaction and support.. The Nursery runs throughout the year (baring two weeks of Christmas period).

• Our Play Tots provision runs from Brynna community center for the ages of 2yrs-5yrs old, Play Tots is a CIW and ESTYN registered setting.

• Play Tots runs an all-day session (9.15-3.45) broken up into morning and afternoon sessions.

• They also operate a walking bus from Brynna Primary school and offer wrap around care for nursery children form the school.

• We accept the childcare offer scheme within both provisions, which helps families within the community access affordable, high quality childcare settings and tax free childcare.



# **Dolau After School Club**

- We run after school clubs for Dolau Primary school
- Dolau runs from Bryncae Community
   Centre Dolau runs every weekday. We
   provide a snack and a variety of play
   opportunities for children.
- Listening to the children, we provide a range of activities to keep the children engaged whilst also allowing them to relax and enjoy their time after school.
- We have 69 children registered with Dolau Afterschool Club



# <u>Play</u>

- Monday's and Wednesday we run an activity club from Brynnau Primary School.
   We currently have over 49 children registered for this service (free).
- Tuesday's and Friday's we run an activity club from LCDP. We currently have 116 children registered for this service (free).
- Playscheme runs 3 days a week during school holidays (subject t SLA) and we have 177 children registered for this service (free).
- Play Hwb runs 3 day a week during school holidays and we have 50 children registered.



# <u>Youth</u>

• Our Youth services runs every Friday for the ages of 11-25. During term time we run from the centre, however during school holidays, we run outreach sessions in the community. We ask the young people for suggestions on where they'd like to meet, and we take our resources and shelter to where they ask.

• Youth Club runs every Friday between 7pm-9:30pm for young adults aged 11-25 years old (free).





How will LCC support us with the funds we have requested in our grant application?

To continue supporting our Café Cook

- Our café cook provides meals for anyone in the community in our community café. All our meals are affordable and low cost.
- Many of our service users use our cafe and we get many walk-ins and people from the housing complexes using the space for warmth, a cooked meal and social space.
- Our centre is open between 9am-6pm and we're asking for help towards our cooks wage between the hours of 9am-3pm to support the communities needs.
- Please see costs on the financial sheet.



# LCDP Happy Dayz Mental Health & Wellbeing Group

- Regular Service Users: 42
- Total Attendances during 2023/24: 480

• Our Happy Dayz group meet every Thursday afternoon for 50/52 weeks of the year.

• Our sessions were originally a peer support group however the complexity of our service users has increased, and we now require a member of staff to oversee the sessions alongside a volunteer.

• We have build fantastic relationships with RHA, and Steph supports us with seated yoga.

• Also Age Connects Morgannwg visits the group on a quarterly basis providing support with benefits, energy and scam awareness.

• The group met with Bridgend College in February to chat about numeracy and literacy skills and will now be attending Pencoed Campus during the summer holidays learning woodwork skills, jewelry making, floristry and sugar craft. • Your support will help us continue the support we provide for 50/52 weeks of the year, every Thursday afternoon.

• Following the success of your funding last year, we now employ two members of staff and one volunteer to manage the group due to its increase in numbers. Our sessional staff can support sessions, plan activities and listen to the needs of our service users. The sessions will be promoted across the whole community, and we can arrange for professional services to visit the group. Local GP surgeries, social prescribers and Network groups praise our services, and our group continues to grow. Your help will support us meet the needs of our community. The need is huge, and we're doing our best to expand with these needs, but our capacity is limited. Your funding helps us continue these much-needed services within our community.





To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a Grant, the application form must be completed and returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

### Clerk to the Council Llanharan Community Council

clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

# LLANHARAN COMMUNITY COUNCIL

### **Grant Aid Application Guidance Notes**

Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

### Eligibility

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

### Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

### All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted. Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

### **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

# LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Form**

No payments will be paid by cash.

SECTION A: ABOUT YOU		
Name of Organisation:	Llanharan Community Development	
(Please note that if you are	Project Ltd	
successful, payment will be made		
to a bank account registered in		
this name).		
Registered Charity Number (if	1064957	
applicable)		
Name of Main Contact:	Katie Evans	
(All correspondence will be		
addressed to this person)		
Full Postal Address of	Llanharan Drop in Centre	
Applicant:	23a Bridgend Road	
	Llanharan	
	RCT	
	CF72 9RD	
Contact Telephone Number:	Daytime:	
	01443	
	229723	
	Mobile:	
	07969	
	504318	
Main Contact Email Address:	katie@lcdp.org.uk	
Has the organisation received Gr		
Community Council in the past 3 years?		
If the answer is yes, please complete the box below:		
Date	Amount	
April 2021	£25,000.00	
April 2022	£25,000.00	
October 2023	£25,000.00	
	£75,000.00	

Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed for the application to be considered.

Yes	
100	

No 🛛

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

LCDP Mission is to develop and empower the community through learning, play and partnerships. Llanharan Community Development Project Ltd (LCDP) seeks to identify and address the needs and wellbeing of the people primarily within the areas of Llanharan, Brynna and Bryncae. Through partnerships and employing local qualified staff, we aim to deliver high quality childcare, play opportunities, education and adult services.

LCDP offer valuable services in the community working and supporting all ages of the community offering, Early Years & Childcare, Playwork, Youth Work, Social groups, a community café, adult Education opportunities and a safe place to come for support, information and guidance with specialist support agencies that we have established a partnership, ensuring our community members receive the best possible support to meet their needs.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?         We have attached an additional sheet which shows the attendance figures to our services. We have 36 staff and 26 volunteers that support the services we provide and support the economy and personal and social development. Those involved with our organisation 95% of our membership live in our community in areas of Brynna, Bryncae, Llanharan, Llanilid and 5% from the surrounding communities of Pontyclun, Beddau and Talbot Green.         Yes       No         How long has the organisation been established?         LCDP has been in existence for nearly 28 years. The organisation was established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all ages.	
figures to our services. We have 36 staff and 26 volunteers that support the services we provide and support the economy and personal and social development. Those involved with our organisation 95% of our membership live in our community in areas of Brynna, Bryncae, Llanharan, Llanilid and 5% from the surrounding communities of Pontyclun, Beddau and Talbot Green. Are you a not for profit organisation? Yes □ No □ How long has the organisation been established? LCDP has been in existence for nearly 28 years. The organisation was established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all	what percentage of them live in the Llanharan Community Council
Yes No How long has the organisation been established? LCDP has been in existence for nearly 28 years. The organisation was established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all	figures to our services. We have 36 staff and 26 volunteers that support the services we provide and support the economy and personal and social development. Those involved with our organisation 95% of our membership live in our community in areas of Brynna, Bryncae, Llanharan, Llanilid and 5% from the surrounding communities of
How long has the organisation been established? LCDP has been in existence for nearly 28 years. The organisation was established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all	Are you a not for profit organisation?
How long has the organisation been established? LCDP has been in existence for nearly 28 years. The organisation was established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all	
LCDP has been in existence for nearly 28 years. The organisation was established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all	
established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all	How long has the organisation been established?
	established in July 1996 and has a well-known proven track record in the community for the services that we provide to a large number of all

# SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of <u>specifically</u> what you intend to use the Grant Aid for?

Community Café Cook Wages to support the community café that provides catering for our community events, adult classes that use the center and our youth, childcare & play provisions. This will be 30 hours per week @ £11.44 plus oncosts. The community café is now open to the public 9.30am till 2pm, Monday to Friday with time either side to allow for preparation and cleaning in line with FSA.

Our Happy Dayz staff also support our Dementia Evenings. These sessions run on a Monday evening from LCDP where we provide board games and social interactions. Our community cook prepares a meal earlier in the day ready to be reheated and served in the evening which supports social exclusion and food poverty.

Following the success from LCC funding last year, we now employ two members of staff and one volunteer to manage the group due to its increase in numbers. Our sessional staff can support sessions, plan activities and listen to the needs of our service users.

We will continue to provide a mental health & wellbeing support group, Happy Dayz, 1 day per week for 50 weeks. This will require 6 hours' support per week @ £11.44 plus oncosts. During these sessions we provide all resources and light refreshments, since it has been identified that service users cannot cover these costs. Our resource cost has been based on an average of 16 service users attending on a weekly basis @ £5.00 per person (calculations based on 44 weeks since this year we will be in Bridgend College for 6 weeks during the summer).

I have provided the financial detail in a separate document.

How will the Grand Aid benefit the Community?

The grant aid will benefit the community with a community café space that is accessible to all members of the community that also supports additional community events and provisions that we offer. It offers a safe and warm place for community members to meet, socialise to help combat loneliness and isolation. Happy Dayz is a mental health and wellbeing group of local people that benefit hugely from the sessions as it supports hugely with their mental health and a sense of belonging within their local community. Carers also find comfort bringing family members along to this group since it provides a source of respite and chance to chat with like minded people.

Please provide the dates you intend to start and finish the project. Start Date: April 2024

Completion Date: March 2025

# SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project/items for which Grant Aid is required? £28,721.16

What is the amount of Grant Aid the organisation would like to apply for? £25,000.00

What other sources of funding have been approached, or are available for the project?

The group have been completing small fundraising efforts to raise funds to provide future resources for the group.

Interlink can sometimes provide small funding grants for community groups.

# Supply the following information dependant on grant applied for.

- A. Up to £100
- Organisation/Group constitution or rules
- B. £101 £499
- Income and expenditure account/balance sheet
- Last bank statement for ALL bank accounts
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.
- C. £500 £2,000
- As requested in B
- Latest audited/ratified accounts and balance sheet.

## Section D: Sustainability

Will the project/activity continue after this funding has ended?

If yes, provide details.

We aim to continue the project from future funding that we aim to secure.

## Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (Use name of the organisation applying as in Section A)

Account Number - 21509314

Sort Code - 404448

# **SECTION F:** Completing the application

Your Signature – This must be the signature of the main contact named in Section A

### Declaration:

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed: Kevans

Date: 31.05.24

Please note that this form requires two signatures:

Second Signature: Jane Hawkshaw

Position held in organisation: Company Secretary

Signed: J Haruksharu

Date: 31.05.24

## Completed application forms should be returned to:

Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430

## Checklist:-

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.
- ✓ You have considered any Equality impact issues in your

application.

 ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

# Please note any applications received after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430



# Appendix One

# Llanharan Community Council Grant Feedback

Name:	LCDP
Organisation:	LCDP
Address:	Llanharan Drop in Centre 23a Bridgend Road Llanharan RCT CF72 9RD
Telephone:	01443 229723 – 07969 504318
Email address:	katie@lcdp.org.uk
Website:	
Reason for previous application: (Project.activity name/details)	Funding of Community Chef and Happy Dazy
Amount received:	See below
Date received:	April 2023 to March 2024 - £25,000.00

I was happy with the application process?	Yes 🗆
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	Successfully funded the chef for the community café and to facilitate other activities. Successfully funded Happy Dayz Support Group.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430



# Appendix Two

# Llanharan Community Council Grant Spend Confirmation Form

Name:	Katie Evans
Organisation:	Llanharan Community Development Project Ltd
Address:	23a Bridgend Road, Llanharan, Pontyclun RCT, CF72 9RD
Telephone:	01443 229723 - 07969 504318
Email address:	katie@lcdp.org.uk
Date & Amount granted:	April 2023 to March 2024 - £25,000.00
Specific reason for grant: What was the grant for:	LCDP received a £25,000.00 grant to support our community café & our mental health support group Happy Dayz that we provide to the local community.
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	Yes, all funds received supported the services that we provided to the community service users.

Required for grants of £500 or more

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	
Did the donation achieve its aims in relation to making a difference to the Community?	Yes, the whole community benefits from the funding we receive yearly as it allows us to remain with a presence within the community providing the services that we do and supporting service users with numerous areas of support.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

# Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA

clerk@llanharan-cc.gov.wales 01443 231430

FORECAST	April	May	June	July	August	September	October	November	December	January	February	March	Total
Income:													
							25,000.00						25,000.00
Total Income:	-	-	-	-	-	-	25,000.00	-	-	-	-	-	25,000.00
Expenditure:													
Café Cook Wages	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	1,389.70	16,676.40
Oncosts	277.95	277.95	277.95	277.95	277.95	277.95	277.95	277.95	277.95	277.95	277.95	277.95	3,335.40
Happy Dayz Support	147.25	147.25	147.25	147.25	147.25	147.25	147.25	147.25	147.25	147.25	147.25	147.25	1,767.00
Oncosts	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	353.52
Resources	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Total Expenditure:	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	25,132.32
Total Expenditure:	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	2,094.36	25,132.32
Total Expenditure: ACTUALS	2,094.36 April	2,094.36 May	2,094.36 June	2,094.36 July	2,094.36 August	2,094.36 September	2,094.36 October	2,094.36 November	2,094.36 December	2,094.36 January	2,094.36 February	2,094.36 March	25,132.32 Total
		,	,	· · · · ·	•	· · ·				,	,	•	
ACTUALS		,	,	· · · · ·	•	· · ·				,	,	•	
ACTUALS		,	,	· · · · ·	•	· · ·	October			,	,	•	Total
ACTUALS Income:	April	May	June	· · · · ·	August	· · ·	October 25,000.00		December	January	,	•	<b>Total</b> 25,000.00
ACTUALS Income:	April	May	June	· · · · ·	August	· · ·	October 25,000.00		December	January	,	•	<b>Total</b> 25,000.00
ACTUALS Income: Total Income:	April	May	June	· · · · ·	August	· · ·	October 25,000.00		December	January	,	•	<b>Total</b> 25,000.00
ACTUALS Income: Total Income: Expenditure:	April -	May	June	July	August	September	October 25,000.00 25,000.00	November -	December -	January	February	March	<b>Total</b> 25,000.00 25,000.00
ACTUALS Income: Total Income: Expenditure: Café Cook Wages	April - 1,389.70	May - 1,389.70	June - - 1,389.70	July - - 1,389.70	August	September 	October 25,000.00 25,000.00 1,389.70	November - 1,389.70	December - 1,389.70	January - - 1,389.70	February 	March - 1,389.70	<b>Total</b> 25,000.00 25,000.00 16,676.40

240.00

2,061.59

240.00

2,061.59

300.00

2,160.07

180.00

1,963.10

240.00

2,061.59

320.00

2,295.52 25,560.86

3,240.00

400.00

2,452.49

240.00

2,061.59

300.00

2,160.07

#### Llanharan Community Council Grant Application April 2023/2024 - Forecast/Actuals

Resources

Total Expenditure:

240.00

2,061.59

240.00

2,061.59

300.00

2,160.07

FORECAST	April	May	June	July	August	September	October	November	December	January	February	March	Total
Income:													
			25,000.00										25,000.00
Total Income:	-	-	25,000.00	-	-	-	-	-	-	-	-	-	25,000.00
Expenditure:													
Café Cook Wages	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	1,487.20	17,846.40
Oncosts	297.44	297.44	297.44	297.44	297.44	297.44	297.44	297.44	297.44	297.44	297.44	297.44	3,569.28
Happy Dayz Support	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	3,432.00
Oncosts	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	29.46	353.52
Resources	293.33	293.33	293.33	293.33	293.33	293.33	293.33	293.33	293.33	293.33	293.33	293.33	3,519.96
Total Expenditure:	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	2,393.43	28,721.16

	Registered us a company in _ight	
Our Ref.:	Registered Charity Number 1064957	Company Secretary:
Your Ref.:	SIME	Mrs Stella Harry
Date:	26 <sup>th</sup> January 2006	Llanharan Drop-in Centre
Dates	(Registered Address)	23a Bridgend Road
	Tel: 01443-229723 Fax/Ans.: 01443-222085	Llanharan
	E-mail: llanharan dropin centre@yahoo.co.uk	Pontyclun
	Web: www.llanharan-community.co.uk	CF72 9RD

We certify that this is a true and complete copy of the Memorandum and Articles of Association adopted by Llanharan Community Development Project Ltd. on 19<sup>th</sup> January 2006.

Signed <u>CE Williams</u> Mrs Christina Williams	Chairperson 19. 01. 2006 date
	and the second state of the second state of the second state of the
Signed <u>P. H. Hamp</u> Mrs Stella Harry	Company Secretary 19 January date

#### THE COMPANIES ACTS 1985 AND 1989

#### COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

#### MEMORANDUM OF ASSOCIATION OF LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

- 1 The name of the Company is Llanharan Community Development Project Limited (and in this document it is called `the Charity')
- 2 The registered office of the Charity is to be situated in Wales
- 3 The objects of the Charity (in this document referred to as `the Objects') are to relieve poverty, advance education and provide facilities for recreation and leisure time occupation in particular within the community of Llanharan and with particular regard to such persons who are unemployed or who are suffering the consequences of economic disadvantage by the provision of training and resources through such charitable means as may be deemed appropriate in order to contribute to the development of the area both economically and socially
- 4 In furtherance of the Objects but not otherwise the Charity may exercise the following powers:
  - 4.1 to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise provided that this shall be without prejudice to the ability of the Charity to disclaim any gift, legacy or bequest in whole or in part in such circumstances as the Charity may think fit, and provided also that the Charity shall not undertake any taxable trading activities and shall conform to any statutory regulations;
  - 4.2 to charge fees for services, including for the hire or use of premises and equipment, and for goods produced or supplied by the Charity as and when the Charity considers it necessary and appropriate to do so in order to recover its outlay, provided that such charging shall not be on a profit making basis and shall not involve engaging in any taxable trading;
  - 4.3 to enter into contracts with other bodies or persons, to make or receive payment and to provide or receive goods or services on such contracts for the achievement of the Objects, provided that in doing so the Charity shall not enter into any substantial permanent trading;
  - 4.4 to operate bank or building society accounts in the name of the Charity and to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other similar instruments;

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- 4.5 to borrow and raise money on loan or advance in such manner and upon such security as the Charity shall think fit;
- 4.6 to invest in the name of the Charity the monies of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities and property as the Charity may think fit, subject nevertheless to such conditions and consents as may for the time being be imposed or required by law;
- 4.7 to expend the funds of the Charity in such manner as the Charity shall consider most beneficial for the achievement of the Objects;
- 4.8 to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges and to construct, maintain, alter or improve any buildings which the Charity may think fit for the promotion of the Objects;
- 4.9 to insure to full value against loss or damage any property owned by or in the possession or use of the Charity and to pay the premiums for such insurance from the funds of the Charity;
- 4.10 to sell, let, mortgage, turn to account or otherwise dispose of all or any of the real or personal property of the Charity;
- 4.11 to employ and pay such staff (who shall not be Directors of the Charity) as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- 4.12 to insure and indemnify all employees and voluntary workers of the Charity against loss, accident, death, personal injury, professional liability and all other such risks incurred in the performance of their duties to a value which the Charity may think fit (but which shall at least be to any minimum value for the time being required by law) and to pay the premiums for such insurance from the funds of the Charity;
- 4.13 to commission or undertake research and to publish or disseminate the findings of research or other information in support of the Objects provided that in so doing the Charity shall not undertake political campaigning;
- 4.14 to provide, support or assist in the provision of exhibitions, meetings, conferences, seminars, lectures or other similar activities for the achievement of the Objects provided that in so doing the Charity shall not undertake political campaigning;
- 4.15 to cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, books, periodicals, magazines, leaflets, reports or other documents or films or recorded tapes provided that in so doing the Charity shall not undertake political campaigning;
- 4.16 to establish or support or aid the establishment and support of any charitable trusts, associations or institutions formed for all or any of the Objects;
- 4.17 to subscribe to, become a member of, amalgamate or co-operate

with other charities, voluntary bodies or other bodies not formed for the purposes of profit, and to co-operate with statutory bodies in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them;

- 4.18 to bring together in association representatives of charities, voluntary bodies, statutory bodies and other bodies not formed for the purposes of profit within the area of benefit of the Charity with the aim of promoting co-operation and collaboration in the achievement of the Objects;
- 4.19 to obtain, acquire or purchase all permits, licences or intellectual property rights which the Charity shall think necessary for the lawful conduct of its activities or to ensure the protection of its property;
- 4.20 to institute or defend legal proceedings relating to the Charity, its property, its employees and voluntary workers and its Directors, and to meet legal costs (where these are not recoverable from other parties) from the funds of the Charity, subject to such consents required by law;
- 4.21 to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation, incorporation, registration, maintenance and administration of the Charity;
- 4.22 to do all such other lawful things as are necessary for the achievement of the Objects.
- The income and property of the Charity shall be applied solely towards the promotion of the Objects of the Charity and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to the members of the Charity, and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity. Provided that nothing in this document shall prevent any payment in good faith by the Charity:
  - 5.1 of reasonable and proper remuneration for any services rendered to the Charity by any member, officer or servant of the Charity who is not a trustee;
  - 5.2 of interest on money lent by any member of the Charity or trustee at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees;
  - 5.3 of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100<sup>th</sup> part of the issued capital of that company;
  - 5.4 of reasonable and proper rent for property conveyed or let by any member of the Charity or a trustee;
  - 5.5 to any trustee of reasonable out-of-pocket expenses.
- 6 The liability of the members of the Charity is limited

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- Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1 (one pound), to the Charity's assets if it should be wound up while she or he is a member or within one year after she or he ceases to be a member, for payment of the Charity's debts and liabilities contracted before she or he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of contributories amongst themselves
- 8 If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object

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#### THE COMPANIES ACTS 1985 AND 1989

#### COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

#### ARTICLES OF ASSOCIATION OF LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

Definitions and interpretation

In these Articles:

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'the Charity' means the company intended to be regulated by these Articles;

*the Act'* means the Companies Act 1985 including any statutory modification or re-enactment of the Act for the time being in force;

'the Articles' means these Articles of Association,

'the Memorandum' means the Memorandum of Association of the Charity;

*'the Directors'* means the directors of the Charity (who shall be regarded as the Trustees of the Charity for the purposes of charity law), and a 'Director' has a corresponding singular meaning. The Directors may collectively be referred to as 'the Management Committee';

*'the Secretary'* means the Secretary of the Charity or any other person appointed to perform the duties of the Secretary of the Charity, including a joint, assistant or deputy Secretary;

'the Office' means the registered office of the Charity;

*'clear days'* in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

the United Kingdom' means Great Britain and Northern Ireland.

- 2 Subject as aforesaid, words or expressions contained in these Articles and in the Memorandum shall, unless the context requires otherwise, bear the same meaning as in the Act but excluding any statutory modification not in force when these regulations become binding upon the Charity.
- 3 The Interpretation Act 1978 shall apply to these Articles as it applies to any Act of Parliament.

#### Membership

- 4 The subscribers to the Memorandum and such other persons or bodies as are admitted to membership in accordance with these Articles shall be members of the Charity.
- 5 Membership shall not be transferable and shall cease upon death.

No person or body shall be admitted to be a member of the Charity unless her/his or its application for membership is approved by the Directors.

#### 7 The Directors may admit to membership:

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- 7.1 any person who has attained the age of 18 (eighteen) years and who is in agreement with the Objects of the Charity, without discrimination between persons on any other grounds; or
- 7.2 any society, unincorporated association or company which is in agreement with the Objects of the Charity;

provided that only persons and bodies shall be admitted who qualify for one of the membership categories specified in Article 8.

#### Categories of membership

- Every member upon admission shall be allocated to one of the following categories of membership at the absolute discretion of the Directors:
  - 8.1 Full Membership shall be open to:
    - 8.1.1 any person who lives or works in Llanharan or the immediately surrounding area; or
    - 8.1.2 any society, unincorporated association or company not formed for the purposes of profit which is based or operating within Llanharan or the immediately surrounding area and which shall nominate an individual to represent it at general meetings of the Charity.
  - 8.2 Associate Membership shall be open to:
    - 8.2.1 any individual who does not qualify under Article 8.1.1 but who supports and is willing to contribute to the furtherance of the Objects of the Charity, subject nevertheless to the limitations of Article 20.2
    - 8.2.2 any society, unincorporated association or company which does not qualify under Article 8.1.2 which shall nominate an individual to represent it at general meetings of the Charity, subject nevertheless to the limitations of Article 20.2
- 9 Any employee of the Charity shall be eligible to be a member of the Charity but she or he shall not have the right to hold office as a Director or to nominate another member to any such office or to participate in any ballot for electing a member or members to any such office.

#### Application for and admission to membership

- 10 Any person wishing to become a Full or Associate Member of the Charity shall lodge with the Directors a written application for membership in such form as the Directors shall from time to time decide, signed by her or him.
- 11 Any society, unincorporated association or corporate body wishing to become a Full or Associate member of the Charity shall lodge with the Directors a written application for membership in such form as the Directors shall from time to time decide, signed by the appropriate officials of the

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applicant body and giving details of its nominated representative.

- 12 All applicants for membership of the Charity shall lodge with the Directors such other supporting evidence as the Directors may require.
- 13 Each application for membership and (where applicable) other supporting evidence shall be considered by the Directors at their first meeting after its receipt.
- 14 If the Directors resolves at any meeting to admit an applicant to membership, the Directors shall notify the applicant in writing accordingly within a period of 7 (seven) days after the meeting and such notification shall include:
  - 14.1 details of the membership category to which the applicant has been assigned; and
  - 14.2 a request for payment of any annual subscription fee applicable to the category of membership for the time being in force as provided for in Articles 31 to 34
- 15 Any resolution by the Directors to admit an applicant to membership shall be deemed conditional on the payment by the applicant of the full amount of any annual membership subscription for the time being in force, as provided for in Articles 31 to 34

#### **Register of members**

- 16 The Directors shall keep a Register of Members. In addition to the particulars required by section 352 of the Act, there shall be entered against each name on the register details of:
  - 16.1 the membership category to which the member has been assigned; and
  - 16.2 in the case of a society, unincorporated association or corporate body, the name of its authorised representative; and
  - 16.3 in the case of a member who is also or who later becomes an employee of the Charity, a statement to that effect.

The Directors may at any time by notice in writing request any member to provide them with such evidence and particulars as are necessary and reasonable for the purpose of maintaining the Register.

#### Refusal of membership

- 18 The Directors may at their discretion refuse to admit any person or body into membership, notwithstanding that the person or body in question fulfilled the qualifications for membership, in such cases where it considers there are reasonable grounds to do so; provided that any person or body whose membership is refused shall have the right to be heard by the Directors before a final decision is taken, and thereafter a right of appeal to a general meeting of the Charity, subject to the limitation of Article 20
- 19 If the Directors resolve at any meeting to refuse admission of an applicant to membership they shall notify the applicant in writing accordingly within a period of 7 (seven) days after the meeting and such notification shall include:

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- 19.1 the reasons why membership was refused; and
- 19.2 details of the applicant's rights to be heard as provided for in Article 18 but subject to Article 20.
- The Directors shall be bound to refuse to admit an applicant to membership in cases where:
- 20.1 she, he or it does not meet the requirements for membership; or
- 20.2 her, his or its admission to Associate Membership would result in Full Members ceasing to constitute a majority of at least two thirds of the total membership.

In cases where the Directors are bound to refuse admission to membership the applicant shall have no right of appeal or to be heard by the Directors, although the Directors may grant such a hearing at their discretion.

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The Directors shall have the right to refuse to accept or to request the substitution of a person nominated by a society, unincorporated association or corporate body as its authorised representative in cases where:

- 21.1 the person in question is already entered in the Register of Members either as a current individual member or as the authorised representative of another body in membership; or
- 21.2 the person in question has previously had her or his membership of the Charity terminated by resolution of the Directors.

#### Termination of or expulsion from membership

- Any person or body wishing to withdraw from membership shall lodge with the Charity a written notice of retirement in such form as the Directors shall from time to time decide. Upon receipt of such notice by the Charity she, he or it shall cease to be a member of the Charity; provided that after such retirement the number of members is not fewer than 2 (two).
- 23 The Charity may, by special resolution, terminate the membership of any person or body in cases where:
  - 23.1 any annual membership subscription for the time being in force has not been paid by the end of the 28<sup>th</sup> (twenty eighth) day after the accounting reference date on which it fell due; or
  - 23.2 the Charity believes that the actions of the member in question have brought, or risk bringing the Charity into disrepute; or
  - 23.3 the Charity believes that the member in question has breached any explicit rules of the Charity or other reasonable rules or standards of good order.
- 24 The Directors shall report all such actions to terminate membership to the next general meeting of the Charity which shall investigate the conduct of the member in question and resolve appropriately. Any member under investigation shall have the right to address the Charity in general meeting before a final decision is made.

- 25 Any member wishing to propose the expulsion of another person or body from membership shall lodge with the Directors a written notice of her, his or its intention to do so (identifying the member concerned and stating the grounds for the proposed expulsion) not less than 2 (two) weeks before the date of the next general meeting of the Charity.
- 26 The Directors shall, on receipt of a notice under Article 25, send a copy of the notice to the member concerned who shall have the right to make written representations to the Directors with regard to the notice. If the Directors receive such representations (unless they are received too late for them to do so) they shall:
  - 26.1 state the fact of the representations having been made in the notice convening the meeting at which the resolution is to be proposed; and
  - 26.2 send a copy of the representations to every person or body to whom notice of the meeting was or is given.
- 27 Whether or not a copy of written representations has been given to each of the persons entitled to receive notice of the meeting under Article 26.2, the member in question shall have the right to be heard at the meeting before a final decision is taken.
- 28 Failure to follow correctly any of the provisions of the preceding Articles shall render any resolution for the expulsion of a person or body from membership invalid.
- A person or body whose membership is terminated under Articles 22 to 27 shall cease to be a member with effect from the time at which the resolution to expel her, him or it was passed.
- 30 A person or body whose membership is terminated or who tenders resignation of membership of the Charity shall not be entitled to the refund of any annual subscription paid in respect of the accounting year in which the resignation or expulsion takes effect.

#### Membership subscriptions

- 31 The Charity may, by ordinary resolution, introduce an annual subscription for membership, and determine the amount of such a subscription and vary the amount from time to time and from one membership category to another and introduce or revoke any concessions or waivers in special circumstances.
- 32 Any annual subscription for the time being in force shall be due on each accounting reference date of the Charity and shall (subject to Articles 30 and 34) be deemed to relate to the period from one accounting reference date to the next.
- 33 The Directors shall give to all members not less than 10 (ten) clear days' notice of such accounting reference date; each notice shall specify the amount of membership subscription which will be due and shall state the possible consequence (under Article 23.1) of failure to make payment.

Any person or body who ceases to be a member of the Charity for whatever reason shall not be entitled to any refund of any annual subscription paid by her, him or it, whatever the period between the date on which the membership subscription last fell due and the date of ceasing to be a member.

#### **General meetings**

- 35 The Charity shall hold an Annual General Meeting of its members in each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it.
- 36 Not more than 15 (fifteen) months shall elapse between one Annual General Meeting and the next; provided that so long as the Charity holds its first Annual General Meeting within 18 (eighteen) months of its incorporation, it need not hold it in the year of its incorporation or in the following year.
- 37 Subject to Article 36 and to the requirements under section 366 of the Act, the Annual General Meeting shall be held at such times and places, as the Directors shall decide.
- 38 All general meetings of the members of the Charity other than Annual General Meetings shall be called extraordinary general meetings.
- 39 The Directors may call extraordinary general meetings and, on the requisition of the members pursuant to the provisions of section 368 of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not less than 8 (eight) weeks after receipt of the requisition. If there are not within the United Kingdom sufficient Directors to call an extraordinary general meeting, any Director or any member of the Charity may call an extraordinary general meeting.

#### Notice of general meetings

- 40 An Annual General Meeting and an extraordinary general meeting called for the passing of a special resolution or a resolution requiring special notice shall be called by at least 21 (twenty one) clear days' notice. All other extraordinary general meetings shall be called by at least 14 (fourteen) clear days' notice but a general meeting may be called by shorter notice if so agreed:
  - 40.1 in the case of an Annual General Meeting, by all the members entitled to attend and vote; and
  - 40.2 in the case of any other meeting by a majority in number of the members having a right to attend and vote, being a majority together holding not less than 95% (ninety five per cent) of the total voting rights at the meeting of all members.
- 41 The notice of all general meetings shall specify the time and place of the meeting and the general nature of the business to be transacted. It shall also state the terms of any resolution, which is to be proposed as a special or extraordinary resolution.
- 42 The notice of all general meetings shall be given to all members of the Charity, Directors and to the auditors of the Charity.

43 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person or body entitled to receive notice shall not invalidate the proceedings at that meeting.

#### Proceedings at general meetings

- 44 No business shall be transacted at any general meeting of the Charity unless a quorum is present. 8 (eight) persons entitled to vote upon the business to be transacted, each being a member, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
- 45 If the quorum required under Article 44 is not present within half an hour from the time appointed for the commencement of the meeting, or if during a meeting a quorum ceases to be present, the meting shall stand adjourned to such time and place as may be determined by the chairperson of the meeting.
- 46 The Chairperson of the Directors (or in her or his absence the Vice-Chairperson) shall, if present, preside as chairperson of the meeting. If neither the Chairperson or the Vice-Chairperson is present or willing to act as chairperson within half an hour from the time appointed for the commencement of the meeting the Directors present shall appoint one of their number to act as chairperson of the meeting or, if only one Director is present and willing to act, she or he shall be chairperson.
- 47 If no Director willing to act as chairperson is present within half an hour from the time appointed for the commencement of the meeting, the members present shall elect one of their number to act as chairperson.
- 48 A Director shall, notwithstanding that she or he is not a member of the Charity, be entitled to attend and speak at any general meeting.
- 49 The Chairperson may, with the consent of a meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place; provided that no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had an adjournment not taken place.
- 50 When a meeting is adjourned for 28 (twenty-eight) days or more, at least 7 (seven) clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 51 A resolution put to the vote of a meeting shall be decided upon by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded by:
  - 51.1 the Chairperson of the meeting; or
  - 51.2 at least 2 (two) members having the right to vote at the meeting; or
  - 51.3 a member or members representing not less than one tenth of the total voting rights of all the members having the right to vote at the meeting.

- 52 Unless a poll is demanded in accordance with Article 51, a declaration by the Chairperson that a resolution has been carried or carried unanimously or by a particular majority, or lost or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution.
- 53 The demand for a poll may be withdrawn before the poll is taken, but only with the consent of the Chairperson. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for a poll was made.
- 54 If a poll is demanded in accordance with Article 51 it shall be taken at once by means of a secret ballot of all the members present and entitled to vote and shall be conducted in such a manner as the Chairperson shall direct. The result of such a poll shall be declared at the meeting at which the poll was demanded and shall be deemed to be the resolution of that meeting.
- 55 A resolution in writing signed by all the members entitled to attend and vote at a general meeting shall be as effectual as if it had been passed at a general meeting. Such a resolution may consist of several documents in the same form, each signed by one or more members.

#### Votes of members

- 56 Subject to Articles 9, 58 and 59 every member of the Charity shall have one vote.
- 57 Votes at general meetings may be given either personally by members or their appointed representatives or by proxy. The instrument appointing a proxy shall be in writing under the hand of the appointer and shall be deposited with the chairperson of the general meeting before a poll is taken. A proxy need not be a member of the Charity.
- 58 No member of the Charity shall be entitled to vote at any general meeting either in person or by appointment of a proxy unless all monies then payable by her or him in the form of subscriptions or otherwise have been paid in full.
- 59 On any resolution, which is put to the vote, whether on a show of hands, or on a poll, in the case of an equality of votes the Chairperson of the meeting shall be entitled to a second or casting vote.
- No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairperson of the meeting whose decision shall be final and conclusive.

#### Management Committee (Directors): composition

61 The business of the Charity shall be managed and administered by a Management Committee, who shall be regarded as the Directors of the Charity for the purposes of the Act and the Trustees of the Charity for the purposes of charity law.

- 62 The Management Committee shall consist of a maximum of 15 (fifteen) persons as follows:
  - 62.1 a maximum of 12 (twelve) members of the Charity appointed or elected at the Annual General Meeting of whom at least two thirds shall be full members of the Charity, whose nomination, appointment and retirement is provided for by Articles 64 to 70; and
  - 62.2 a maximum of 3 (three) members co-opted by the Directors who need not be members of the Charity, whose co-option and retirement is provided for by Articles 71 and 72.
- 63 The first Directors shall be those persons named in the statement delivered pursuant to section 10 (2) of the Act, who shall be deemed to have been appointed under the Articles. Future Directors shall be appointed as provided for subsequently in these Articles.

#### Appointment and retirement of elected Directors

- At the first Annual General Meeting all the Directors shall retire from office, and at every subsequent Annual General Meeting one third of the Directors who are subject to retirement by rotation or, if their number is not 3 (three) or a multiple of 3 (three), the number nearest to one third shall retire from office; but if there is only one Director who is subject to retirement by rotation she or he shall retire. Directors subject to retirement by rotation shall be those provided for by Article 62.1.
- 65 Subject to the provisions of the Act, the Directors to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed Directors on the same day those to retire shall be agreed among themselves, or otherwise be determined by lot.
- 66 The notice of an Annual General Meeting as provided for in Article 35 shall be accompanied by an invitation to all Full Members of the Charity (with the exception of any employees of the Charity who may be members) to nominate themselves or another member, whether Full or Associate, to the Directors. Such invitation shall not be extended to Associate Members or to any non-member entitled to receive notice of the Annual General Meeting.
- 67 Nominations made in accordance with Article 66 shall be in writing and in such form as the Directors may from time to time decide and shall be signed by the Full Member making the nomination. Nominations shall be received by the Charity at least 7 (seven) days before the date of the Annual General Meeting.
- 68 At each Annual General Meeting the Charity shall by ordinary resolution appoint as Director any member of the Charity in respect of whom a written nomination has been received in compliance with Article 67, provided that:
  - 68.1 no member shall be appointed if, as a result, the number of Directors would exceed the maximum number provided for in Article 62.1; and
  - 68.2 no member shall be appointed who is disqualified from acting under the provisions of Article 75.1.

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- 69 In the event that the number of nominations lodged with the Charity in compliance with Article 67 exceeds the number of vacancies, a secret ballot shall be held at the Annual General Meeting. Those persons receiving the highest number of votes in favour of their appointment, up to but not exceeding the maximum number of vacant places available, shall by ordinary resolution be appointed as Directors, provided that no person is appointed in this manner who is disqualified from acting under the provisions of Article 75.1.
- A Director who is due for retirement may be nominated for a further term in compliance with the requirements of Article 67 without limit to the number of consecutive periods in office she or he may serve if duly re-appointed.

#### Co-option and retirement of co-opted members

71 The Directors may at any time co-opt any additional person, who need not be a member of the Charity, to be a Director in cases where they consider the person

in question has knowledge, skills or experience which would assist the Directors in the performance of their duties, provided that no person shall be co-opted:

- 71.1 if, as a result, the number of co-opted Directors would exceed the maximum number provided for in Article 62.2; or
- 71.2 who is disqualified from acting under the provisions of Article 75.1.
- A Director co-opted under Article 71 shall retire at the end of the Annual General Meeting next after the date on which she or he was co-opted, but she or he may be co-opted by the Directors for a further term without limit to the number of consecutive terms she or he may hold office.

#### Vacancies

- 73 The Directors may at any time appoint any member of the Charity to fill any vacancy in the number of elected Directors, provided that:
  - 73.1 no appointment of an Associate Member is made which would result in the number of Associate Members exceeding the proportion provided for in Article 62.1; and
  - 73.2 no member is appointed who is disqualified from acting under the provisions of Article 75.1.
- A member appointed as Director under Article 73 shall hold office only until the conclusion of the next Annual General Meeting at which time she or he shall retire and shall not form part of the body of Directors subject to retirement by rotation. A Director retiring in this manner may be nominated for a further term in compliance with the requirements of Article 67 without limit to the number of consecutive terms she or he may hold office.

#### **Removal and disqualification of Directors**

- A Director shall cease to hold office if she or he:
  - 75.1 is prohibited by virtue of any provision of the Act from acting as a company director or is disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-

enactment or modification of these Acts); or

- 75.2 becomes incapable for medical reasons of fulfilling the duties of her or his office and such capacity is expected to persist for a period of longer than 6 (six) months; or
- 75.3 becomes an employee of the Charity; or
- 75.4 resigns her or his office by written notice to the Charity (but only if at least 3 (three) Directors will remain in office when the notice of resignation is to take effect); or
- 75.5 is absent without the permission of the other Directors for a period of more than 3 (three) consecutive meetings of the Management Committee and the remaining Directors resolve to remove her or him from office.

#### **Powers of the Directors**

- 76 Subject to the provisions of the Act, the Memorandum of Association, and these Articles and to any directions given by special resolution, the business of the Charity shall be managed by the Directors who may exercise all the powers of the Directors.
- 77 No alteration of the Memorandum or the Articles and no direction by special resolution shall invalidate any prior act of the Directors, which would have been valid, if that alteration had not been made or that direction had not been given.

#### Directors' remuneration and expenses

- 78 Subject Clause 5 of the Memorandum and to Article 79 no Director shall be entitled to any remuneration, whether in respect of her or his office as Director or as a holder of any executive office of the Charity.
- 79 The Directors may be paid all reasonable travelling, subsistence and other expenses incurred by them in connection with their attendance at meetings of the Management Committee, general meetings of the Charity or otherwise in connection with the discharge of their duties.

#### Appointments to executive office

- At their first meeting after each Annual General Meeting the Directors shall appoint 2 (two) from among their members to the unremunerated executive offices of Chairperson and Vice-Chairperson and, in addition to the duties assigned to such offices by these Articles, may delegate such other tasks and duties to them as they think fit, provided that:
  - 80.1 only elected Directors as provided for by Article 62.1 shall be appointed to such offices and not Directors who are co-opted under Article 62.2; and
  - 80.2 any such appointment shall cease if the member holding the office ceases for whatever reason to be a Director.
- 81 The Directors may appoint one or more of their number to any other unremunerated executive office of the Charity. Any such appointment shall be made upon such terms as the Directors may determine and shall terminate if the member holding the office ceases to be a Director.

- 82 Subject to Articles 80.2, 81 and 84 the Chairperson, Vice-Chairperson and any other executive officer of the Charity shall hold office until the conclusion of the Annual General Meeting, which next follows their appointment.
- 83 An officer whose period of executive office expires under Article 82 may be re-appointed to such office or to any other executive office without limit to the number of consecutive years she or he may hold that office, provided that she or he continues to be an elected Director.
- 84 An officer may resign her or his executive office by written notice to the Charity without prejudice to her or his right to continue to serve as a Director.
- 85 In the event that the Chairperson or Vice-Chairperson resigns her or his office under Article 84 the Directors shall, as soon as reasonably practicable after such resignation, appoint another from among their number to hold such office in her or his place, provided that:
  - 85.1 only elected Directors as provided for by Article 62.1 shall be appointed to such offices and not Directors who are co-opted under Article 62.2; and
  - 85.2 any Director appointed to executive office under this Article shall hold such office only until the conclusion of the next Annual General Meeting.

#### Proceedings of the Management Committee

- 86 Subject to the provisions of these Articles, the Directors may regulate the proceedings of their meetings, as they think fit.
- 87 The Directors shall meet not fewer than 6 (six) times each year.
- 88 Unless otherwise determined by the Directors there shall be 3 representatives nominated by statutory bodies of whom 1 (one) shall be nominated by the local authority and 2 (two) by the community council ('Nominated Representatives') who shall be entitled to attend the meetings of Directors as Nominated Representatives, and who may be invited by the Directors to speak at such meetings, but who shall not be Directors and shall not have any right to vote as such. Nominated Representatives shall be nominated from time to time and replaced in accordance with Rules made by the Directors in accordance with Article 119.
- 89 Any Director may, and the Secretary shall, if requested by a Director, call a meeting of the Management Committee at a reasonable time and giving a reasonable period of notice. It shall not be necessary to give notice of a meeting to a Director who is absent from the United Kingdom.
- 90 The Secretary shall be bound, on the expiry of a period of 6 (six) weeks after receipt of a written application for membership complying with Articles 10 to 13, to call a meeting of the Management Committee if no meeting has been held during that period. Any meeting called by the Secretary under this Article shall be held not later than 7 (seven) days after the expiry of the 6 (six) week period.

- 91 The Directors may decide upon a quorum for the transaction of business at their meetings, provided that they shall not fix a number, which is less than one third of their number or 4 (four) Directors, whichever is the greater.
- 92 The Directors may act notwithstanding any vacancies in their number, but if the number of Directors is less than the number fixed as a quorum, the continuing

Directors may act only for the purposes of filling vacancies or calling a general meeting.

- 93 The Chairperson shall chair meetings of the Management Committee, but if the Chairperson is not present within 15 (fifteen) minutes after the time appointed for the commencement of the meeting, or if she or he is unwilling to act, the Vice- Chairperson shall chair the meeting. If the Vice-Chairperson is also not present within 15 (fifteen) minutes of the time appointed for the commencement of the meeting, or if she or he is also unwilling to act, the Directors present shall appoint one among their number to chair the meeting.
- 94 Questions arising at a meeting of the Management Committee shall be decided a majority of votes. Subject to Article 96 all Directors shall have one vote, but in the case of an equality of votes the Chairperson or whoever is chairing the meeting shall have a second or casting vote.
- 95 All acts done and all decisions made by the Management Committee, or by a subcommittee of the Directors shall be valid, notwithstanding that it afterwards be discovered that there was a defect in the appointment of any Director or that any of them were disqualified from holding office, or had vacated office or were not entitled to vote.
- 96 Except as otherwise provided for in these Articles, a Director shall not vote at a meeting of the Management Committee or at a sub-committee of the Directors on any resolution concerning a matter in which she or he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Charity unless her or his interest or duty arises only because the case falls within either or both of the following:
  - 96.1 the resolution relates to giving her or him a guarantee, security or indemnity in respect of money lent to, or any obligation incurred by her or him for the benefit of the Charity or any of its subsidiaries;
  - 96.2 the resolution relates to giving to a third party a guarantee, security or indemnity in respect of an obligation of the Charity or any of its subsidiaries for which the Director has assumed responsibility in whole or part (and whether alone or jointly with others) under a guarantee or by the giving of security.
- 97 For the purpose of Article 96, an interest of a person who is, for any purpose of the Act (excluding and statutory modification not in force at the date of incorporation of the Charity), connected with a Director shall be treated as an interest of that Director.

A resolution in writing, signed by all the Directors entitled to receive notice of a Management Committee meeting or of a sub-committee of the Directors, shall be as valid and effective as if it had been passed at such a meeting or committee duly convened and held. Such a resolution may consist of several documents in the same form; each signed by one or more of the Directors.

#### Delegation to sub-committees of the Directors or to executive officers

- 99 Subject to Article 103 the Directors may appoint sub-committees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Directors would be more conveniently undertaken or carried out by a sub-committee: provided that:
  - 99.1 a sub-committee shall include at least 2 (two) Directors, 1 (one) of whom shall preside over its meetings; and
  - 99.2 a majority of other members of the sub-committee shall be members of the Charity; and
  - 99.3 all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Directors.
- 100 The Directors may delegate to the Chairperson or any other executive officer such powers and duties as it considers desirable or appropriate to be delegated to her or him: provided that all actions taken by the Chairperson or other executive officer under this provision shall be fully and promptly reported to the Directors.
- 101 Any delegation of powers by the Directors under Articles 99 and 100 may be made subject to such conditions as the Directors may impose, and the Directors may revoke or alter such conditions, as it thinks fit.
- 102 Subject to any condition imposed under Article 101, the proceedings of a subcommittee shall be governed by the Articles regulating the proceedings of meetings of the Directors so far as they are capable of applying.
- 103 Unless otherwise determined by ordinary or special resolution the following matters shall be excluded from delegation to any sub-committee or executive officer:
  - 103. any introduction of a new policy or change in policy which is rightly
    the responsibility of the Management Committee or of another subcommittee or which would conflict with the declared policy of the Directors or of another sub-committee; and
  - 103. any action or decision involving expenditure that is not inaccordance with the financial regulations of the Charity; and
  - 103. the appointment or dismissal of any employee of the Charity.3

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#### Secretary

104 Subject to the provisions of the Act, the Secretary shall be appointed by the Directors for such term, at such remuneration (if not a Director) and upon such conditions as they may think fit, and any Secretary so appointed may similarly be removed by the Directors.

#### Minutes

- 105 The Directors shall keep minutes in books kept for the purpose of:
  - 105. all proceedings of general meetings of the Charity and of meetings
  - 1 of the Management Committee and of any sub-committees of Directors, including the names of the Directors present at each meeting; and

105. all appointments of executive officers made by the Directors.

#### The Seal

- 106 The seal shall only be used by the Management Committee or by a subcommittee of the Directors, which has been duly authorised by to use it by the Directors.
- 107 The Directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the Secretary or by a second Director.

#### Finances and accounts

- 108 Any bank account in which any part of the assets of the Charity is deposited shall be operated by the Directors and shall indicate the name of the Charity. All cheques and orders for the payment of money from such an account shall be signed by 2 (two) Directors.
- 109 The Charity shall cause accounting records to be kept in accordance with sections 221 to 223 (inclusive) of the Act.
- 110 The accounting records of the Charity shall be kept at the registered address of the Charity or, subject to section 222 of the Act, at such other place as the Charity thinks fit, and shall at all times be open to inspection by the officers of the Charity.
- 111 No member of the Charity shall have any right of inspecting any accounting records or other book or document of the Charity except as conferred by statute or as authorised by the Directors or by ordinary resolution of the Charity.

- 112 The Directors shall cause to be prepared and laid before the Charity in general meeting such accounts, balance sheets and financial reports as are required by the Act. A copy of every balance sheet which is to be laid before the Charity in general meeting, together with a copy of the auditor's report and the Charity's annual report shall be sent to all members of the Charity.
- 113 The Charity shall appoint auditors and regulate the duties of such auditors in accordance with Chapter V Part XI of the Act.

#### Annual report and annual return

114 The Directors shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that provision) with regard to the preparation of an annual report and an annual return and the transmission of such documents to the Charity Commissioners.

#### Notices

- 115 Any notice to be given to or by any person pursuant to these Articles shall be in writing. The Charity may give such notice to a member of the Charity or to a Director or to any other person entitled to receive such notice either personally or by sending it by post in a pre-paid envelope addressed to the person at her or his registered address or by leaving it at that address.
- 116 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiry of 48 (forty-eight) hours after the envelope containing it was posted.
- 117 A member of the Charity or a Director present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

#### Indemnity

118 Subject to the provisions of the Act but without prejudice to any indemnity to which a Director may otherwise be entitled, every Director or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any loss or liability which she or he may sustain or incur in connection with the execution of the duties of her or his office, without prejudice to that generality, any liability incurred by her or him in defending any proceedings, whether civil or criminal, in which judgement is given in her or his favour or in which she or he is acquitted or in connection with any application in which relief is granted to her or him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

#### Rules

119 Subject to Article 121 the Directors may from time to time make rules or bye-laws as it may deem necessary or expedient or convenient for the proper management and conduct of the Charity and which regulate all such matters as are commonly the subject of company and charity rules.

- 120 Subject to Article 121 the Charity in general meeting shall have the power to alter, add to or repeal the rules or bye-laws of the Charity and the Directors shall adopt such means as they think sufficient to bring to the notice of all members of the Charity such rules or bye-laws, which shall be binding on all members of the Charity.
- 121 No rules or bye-laws may be made by the Directors or by the Charity in general meeting which would be inconsistent with the Act or with the Memorandum or Articles of the Charity and no resolution shall be made which would have the effect of repealing or making obsolete any provision contained within the Memorandum or Articles of the Charity.

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Company Registration No: 03226397 Registered Charity No: 1064957

## LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

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(A COMPANY LIMITED BY GUARANTEE)

**REPORT AND FINANCIAL STATEMENTS** 

YEAR ENDED 31 JULY 2023

Legal and Administrative Information

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## LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 JULY 2023

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Company Registration number	03226397	
Registered charity number	1064957	
Registered office	23a Bridgend Road Llanharan Pontyclun Rhondda Cynon Taf CF72 9RD	f
Directors and Management Committee Members	Mr D Russell Mrs J Hawkshaw Mr G Hopkins Mr G Butler Miss S Turton Dr B Hallingberg Mr SW Russell Miss BL Thomas Mrs J Hardy	Chairperson Treasurer (appointed 21 November 2022) (appointed 22 November 2022)
Company Secretary	Miss S Turton	
Co-ordinator/Manager	Mrs K Evans	
Bankers	HSBC plc 61 High Street Cowbridge South Glamorgan CF71 7YJ	
Reporting accountants	Williams Ross Limite 4 Ynys Bridge Court Gwaelod Y Garth Cardiff CF15 9SS	

## LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED REPORT OF THE MANAGEMENT COMMITTEE (continued) YEAR ENDED 31 JULY 2023

The Trustees present their annual report and financial statements for the year ended 31 July 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes and the trust deed.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### Structure, governance and management

#### **Governing document**

The organisation is a charitable company limited by guarantee and was incorporated on 18 July 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

#### **Charitable status**

The company was granted charitable status on 21 October 1997.

#### Principal activity and public benefit statement

The principal activity of the company is to relieve poverty, advance education and provide facilities for recreation and leisure time occupation in particular within the community of Llanharan and with particular regard to such persons who are unemployed or are suffering the consequences of economic disadvantage. The company benefits the public by provision of training and resources through such charitable means as may be deemed appropriate in order to contribute to the development of the area both economically and socially.

#### **Directors and their interests**

The directors of the company are listed on page 1 of these accounts. None of these directors held any shares as the company is limited by guarantee. The directors give their time freely and receive no financial benefits other than the payment of expenses.

#### **Recruitment of Directors / Trustees**

Full membership of the Charity is open to any person who lives or works in Llanharan or the immediately surrounding area. Directors are appointed in accordance with the Charity's Articles of Association at the AGM, with at least two thirds of the directors being full members of the Charity.

Advertisements are placed in local free newspapers, magazines and in shops and the Drop-In Centre to widen the recruitment opportunities.

#### **Overall aims**

Llanharan Community Development Project Limited seeks:

- To identify and address the needs of the people within Llanharan, Brynna and Bryncae and in so doing, to create a stronger sense of community throughout the area.
- To maintain a not-for-profit company and charity to provide training, employment, social and recreational services that meet identified needs.
- To develop effective working partnerships with a range of relevant organisations to achieve our aims.
- To strengthen the management committee board by identifying strengths and applicable skills of individuals whom are keen to sit at a governance level.
- To extend our services wider, where possible within the community to support the needs of local residents.

## LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED REPORT OF THE MANAGEMENT COMMITTEE (continued) YEAR ENDED 31 JULY 2023

#### Activities and achievements

LCDP has continued to be a well respected hub in the heart of the community supporting all ages, offering much needed public services, meeting individual and group needs working collaboratively and creatively with many partners, creating new networks achieving agreed outcomes.

LCDP will continue to refurbish and make building repairs where necessary to improve the centre's facilities, as the organisation has outgrown the facility and require extension to be able to meet the needs and demands of the growing community.

LCDP continue to self-evaluate our provisions to maintain the quality standard of service we provide along with CPD in all areas of training needed to enhance the staff and volunteer's development in line with regulatory requirements. LCDP continue to provide After-school provision to enable parents to have affordable childcare options as well as Open Access play provision term time and during the holidays.

LCDP have increased adult community services where we support mental health & wellbeing of community members offering information and advice sessions and activities. We continue to be an approved hub for social prescribing which in turn has supported LCDP to promote our services and continue to work closely with Cwm Taff Health Board and Interlink Wellbeing team, meeting local authority priorities linked to the future generation & wellbeing act in Wales.

LCDP continue to adhere to CIW regulations to support affordable childcare options within Brynna, Bryncae & Llanharan.

LCDP Play Tots continue to be registered as an ESTYN provider which allows more families to access free childcare inline with education standards. LCDP has also become a Flying Start provider engaging with RCT Resilient families team offering support to families working collaboratively within a multi agency framework

#### Plans for future periods

The management committee continue to monitor risks, both external and internal, to which the charity is exposed. LCDP secured an additional asset, by purchasing land adjacent to the LCDP property with a view to apply for funding over two years to redevelop the land to expand our current facilities a community hub making space for all services offered by LCDP all year round. LCDP board of Trustees appreciate the risk of the mortgage loan but feel the opportunity is in the best interest of the organisation's growth and future long-

Accounting, monitoring and reporting procedures are in place and have been improved and will be reviewed periodically to ensure that they still meet the needs of the Project.

#### Financial / staff review

Our staff are employed part time and full time. LCDP staff that are dually qualified, this is the most effective and flexible way of meeting the service needs to ensure the effective running of the services we provide.

There was an operating surplus for the year under review of £11,617, i.e. an excess of income over expenditure (2022 - surplus of £1,952).

LCDP strive to continue to thrive in the next financial year developing and extending the organisations infrastructure planning to expand building space working with a number of partners to increase the organisations capacity to offer additional spaces to families meeting the high demand for local affordable

Our main sources of income are from our social enterprises, service level agreements and commissioned services with the local authority. We still endeavour to secure long-term funding to become further sustainable. LCDP continue to maintain current and new SLA's for youth provision, Playscheme and Care 2

#### **Risk Management**

The management committee continues to monitor risks, both external and internal, to which the charity is exposed. Accounting, monitoring and reporting procedures are in place, but will be reviewed periodically to ensure that they still meet the needs of the Project.

#### **REPORT OF THE MANAGEMENT COMMITTEE (continued)**

#### YEAR ENDED 31 JULY 2023

#### Risk Management (continued)

Future viability of the charity in terms of continued recruitment of trustees and volunteers to replace those retiring has been addressed successfully during this year and continues to be a priority.

#### **Reserves policy**

The Reserves Policy of LCDP is that a prudent level of reserves is maintained consistent with the delivery of planned services for the next financial year.

#### **Investment Policy**

The directors may invest any funds not immediately required for the furtherance of the Charity's objectives in such investments, securities and property as they see fit.

#### **Responsibilities of the Management Committee**

The Management Committee (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- · observe the methods and principles in the Charities SORP;
- · make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Management Committee are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and that enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Management Committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Board on 26/412024 and signed on its behalf by

ROSSEL Mr SW Russell

Director

# INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

I report on the accounts of the Charity for the year ended 31 July 2023, which are set out on pages 6 to 14.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- \* to state whether particular matters have come to our attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in the UK and Republic of Ireland preparing their accounts in accordance with the Financial Reporting Standard (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the

- \* to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Owen Morris for and on behalf of **Williams Ross Limited Chartered Accountants** 4 Ynys Bridge Court Gwaelod Y Garth Cardiff CF15 9SS

Date

## LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 JULY 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total €
INCOME		2	1	~	~
Grants	2a	35,478	12,540	48,018	16,957
Charitable activities	2b	858	397,993	398,851	379,303
Investment income	2c	~	519	519	8
Other income	2d	1,138	132,016	133,154	123,009
Total income		37,474	543,068	580,542	519,277
EXPENDITURE					
Expenditure on charitable activities	4	33,931	534,994	568,925	517,325
Total expenditure		33,931	534,994	568,925	517,325
Operating surplus / (deficit)		3,543	8,074	11,617	1,952
Transfers between funds		-	-	-	-
Net movement in funds	11	3,543	8,074	11,617	1,952
Total funds brought forward		231,951	61,455	293,406	291,454
Total of funds carried forward		235,494	69,529	305,023	293,406

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

#### **BALANCE SHEET**

31 JULY 2023

	Note	2023		20	22
Fixed assets		£	£	£	£
	-				00 <b>0</b> 0 / /
Tangible assets	7		320,970		225,314
Current assets					
Stock		500		450	
Debtors and prepayments	8	50,230		60,660	
Cash at bank and in hand		18,586		36,178	
		69,316		97,288	
Less: Current liabilities	9	20,263		29,196	
Net current assets			49,053		68,092
Total assets less current liabilities			370,023		293,406
Creditors: amounts falling due after one year					
Loan	10		(65,000)		-
Total net assets	11		305,023		293,406
Represented by:					
Restricted funds	12		235,494		231,951
Unrestricted funds	12		69,529		61,455
Total funds			305,023		293,406

The company was entitled to exemption from audit under s.477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with s.476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the directors on 26/4/2024 and signed on their behalf by

. . . . . . . . . .

SLOSSELL

Mr SW Russell Director

Company Registration No: 03226397

#### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2023

#### **1** Accounting policies

#### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Llanharan Community Development Project Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### b) Income

Income is recognised in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

#### c) Going concern

The accounts have been prepared on a going concern basis as there are no material uncertainties over the charity's continuing operation.

#### d) Fund accounting

- i) Unrestricted funds are donations and other income receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- ii) Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

#### e) Expenditure and irrecoverable VAT

Expenditure is included in the accounts on the accruals basis. It is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

#### f) Tangible fixed assets

All assets are included in the accounts at original cost and are depreciated as detailed below.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment -	25% straight line
Freehold land and buildings -	Nil

#### g) Debtors

Trade and other debtors are recognised at the settlement amount due after any relevant discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 JULY 2023

#### **1** Accounting policies (continued)

#### i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any relevant discounts due.

#### j) Taxation

2

The charity is exempt from corporation tax on its charitable activities.

!	Inc	come	Restricted £	Unrestricted £	2023 Total £	2022 Total £
	a)	Grants receivable				
	,	Awards 4 All	5,928	-	5,928	4,072
		Childcare Offer Grant	-	_	_	1,000
		Coop Community Fund	2,014	-	2,014	3,038
		MIND	-	-	-	2,500
		Mynydd Portref Community Benefit Fund	-	-	-	1,000
		RCT Capital Childcare	6,847	-	6,847	-
		SPF-R1	14,870	-	14,870	_
		SPF-R2	5,819	-	5,819	-
		Government and local authority grants	-	12,540	12,540	5,347
			35,478	12,540	48,018	16,957
	b)	Income from charitable activities				
	-7	Fees receivable	_	395,737	395,737	378,794
		Donations	858	2,256	3,114	509
		Donations				
			858	397,993	398,851	379,303
	c)	Investment income				
		Bank interest	-	519	519	8
			-	519	519	8
	d)	Other income (Note 3)				
		Care 2 Play (Service Level Agreement)	-	15,748	15,748	14,082
		Estyn	-	1,000	1,000	950
		Llanharan Community Council	-	20,833	20,833	32,279
		Open Access Play (Service Level Agreement)	-	49,946	49,946	35,775
		Youth (Service Level Agreement)	-	16,980	16,980	39,136
		Other funding	1,138	27,509	28,647	787
			1,138	132,016	133,154	123,009
		Total	37,474	543,068	580,542	519,277

#### 3 Other income

In 2023 £20,833 (2022 - £32,279) was receivable from Llanharan Community Council. The funds were used to support LCDP in providing services within the community. This contributed towards general running costs and additional costs incurred to ensure that LCDP retain a presence within Llanharan, Brynna and Bryncae providing valuable services for a variety of people of all ages, including affordable childcare and play opportunities, adult education, afterschool clubs, sports clubs and a community café. During the pandemic LCDP adapted to the changes of the community needs and supported the isolated and vulnerable with activity packs and treat boxes.

Open Access Play funding of £49,946 (2022 - £35,775) was receiveable as part of a service level agreement to provide play opportunities at 3 locations within the community for children and young people aged between 5 - 14 years.

A further £16,980 (2022 - £39,136) was received from RCTCBC in a service level agreement to allow a youth club to be run one evening per week and additional off-site activities supported by qualified staff in a safe environment offering various activities, issue based sessions and support with social skills where needed. During the pandemic we adapted our services to provide online support to young people.

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Care 2 Play provides support to children with additional needs through elements of play opportunities in partnership with RCTCBC.

Expenditure on charitable activities	Basis of Allocation	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Costs directly allocated to activities		14	-		~
Materials and equipment	Direct	10,014	33,331	43,345	34,314
Wages and salaries	Staff time	1,175	356,355	357,530	309,687
Pension contributions	Direct	23	4,332	4,355	4,449
Artists fees	Direct	11,435	148	11,583	13,220
Trips and performances	Direct	-	4,250	4,250	3,744
Hire of rooms and equipment	Direct	180	21,295	21,475	22,100
Staff training, education and promotion	Direct	-	135	135	1,639
Repairs and maintenance	Direct	4,036	13,082	17,118	22,615
Insurance	Direct	-	6,097	6,097	3,262
Light and heat	Direct	-	4,559	4,559	4,853
Print, postage & stationery	Direct	-	4,628	4,628	3,936
Advertising	Direct	91	460	551	101
Charitable donations	Direct	-	-	-	-
Travelling and subsistence	Direct	-	3,515	3,515	8,549
Volunteer expenses	Direct	-	171	171	274
Legal and professional fees	Direct	-	5,766	5,766	7,513
Bad and doubtful debts	Direct		(134)	(134)	499
Support costs					
Rates and water rates	Usage	-	812	812	1,457
General office and finance staff	Staff time	5,709	51,465	57,174	56,076
Telephone	Staff time	-	6,084	6,084	3,989
General expenses	Usage	-	8,086	8,086	8,418
Bank charges	Usage	-	3,463	3,463	1,587
Loan interest	0		813	813	_
Depreciation - fixtures and equipment	Usage	1,268	3,941	5,209	2,907
Governance costs	20090	.,_00	-,	-,+	_,,
Accountancy fees	Direct	-	2,340	2,340	2,136
-		33,931	534,994	568,925	517,325

#### 4 Expenditure on charitable activities

#### 5 Net income / (expenditure) for the year This is stated after charging:-

	This is stated after charging:-	2023 £	2022 £
	Accountancy fees	2,340	2,136
6	Employee information	2023	2022
		£	£
	Wages and salaries	400,826	352,924
	Social security costs	13,878	12,839
	Staff pension costs	4,355	4,449
		419,059	370,212

The directors and members of the Committee of Management are not remunerated and no employee received emoluments in excess of £60,000.

No expenses were paid to trustees of the company other than for reimbursement of mileage.

The average monthly number of persons, employed by the company during the year was:

	2023	2022
Direct charitable activities	27	22
Management and administration	4	4
	31	26

### 7 Tangible fixed assets

	Freehold land & buildings £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2022 (restated)	212,449	129,049	341,498
Additions	90,494	10,557	101,051
Disposals	-	(242)	(242)
At 31 July 2023	302,943	139,364	442,307
Depreciation			
At 1 August 2022 (restated)	-	116,184	116,184
Charge for the year	-	5,208	5,208
On disposals	-	(55)	(55)
At 31 July 2023	-	121,337	121,337
Net Book Value			
At 31 July 2023	302,943	18,027	320,970
At 31 July 2022	212,449	12,865	225,314

Freehold land and buildings represents the original purchase cost of the premises from which Llanharan Community Development Fund operates.

### 8 Debtors

9

	Debtors Grants receivable	<b>2023</b> <b>£</b> 32,471 8,333	<b>2022</b> £ 45,410 -
	Other debtors	9,426 50,230	15,250 60,660
)	Creditors - Amounts falling due within one year	2023	2022

	2023	2022
	£	£
Other creditors and accruals	20,263	29,196
	20,263	29,196

10 Creditors - Amounts falling after more than one year

	2023	2022
	£	£
Loan	65,000	-
	65,000	-

## 11 Analysis of net assets between funds

	Property	Other fixed assets	Current assets	Current liabilities	Long term liabilities	Total
Unrestricted Funds	£	<b>₽</b> 11,490	<b>£</b> 78,302	£ (20,263)	2.	<b>£</b> 69,529
Restricted Funds	302,943	6,537	(8,986)	1	(65,000)	235,494
	302,943	18,027	69,316	(20,263)	(65,000)	305,023

## 12 Movement in Funds

	Balance at 1 August 2022	Incoming	Outgoing	Other movements	Balance at 31 July 2023
	£	£	£	£	£
Restricted Funds					
Awards for All 2022	(1,877)	5,928	(2,583)	-	1,468
Coop Community Fund	5,477	2,014	(802)	-	6,689
Happy Dayz	303	669	(451)	-	521
Millenium Trust Fund	2,500	-	н	-	2,500
Mynydd Portref Community Benefit Fund	2,375	-	(2,375)		~
Play Day 2021	59	-	(59)	-	-
Play Day 2023	-	1,327	(765)	-	562
P S A 19/20	106	-	(106)	-	-
RCT Capital Childcare	-	6,847	(929)	(5,512)	406
Carried forward	8,943	16,785	(8,070)	(5,512)	12,146

#### 12 Movement in Funds (continued)

	Balance at 1 August 2022	Incoming	Outgoing	Other movements	Balance at 31 July 2023
	£	£	£		£
Restricted Funds (continued)					
Brought forward	8,943	16,785	(8,070)	(5,512)	12,146
Third Sector Small Grant Scheme	11	-	(11)	-	-
SPF-R1	-	14,870	(14,256)	(614)	-
SPF-R2	-	5,819	(1,457)		4,362
VSRF	8,869	-	(8,869)	-	-
Capital expenditure less depreciation	214,128	-	(1,268)	6,126	218,986
Total of Restricted Funds	231,951	37,474	(33,931)		235,494
Unrestricted Funds					
General Funds	61,455	543,068	(534,994)	-	69,529
Total Funds	293,406	580,542	(568,925)		305,023

#### Purposes of restricted grant funds

- Awards 4 All funding of £5,928 was secured to revamp the internal space of the Day Nursery and to purchase wooden equipment in line with the Montessori approach.
- Coop Community Fund & Happy Dayz received to support our mental health & wellbeing support
- Happy Dayz the group do small fundraising events to support purchasing equipment that is identified as needed by the group.
- Millennium Trust Fund Received to support a residential for young people identified within our youth
- Playday 2023 Funds raised to support our National Playday Event.
- RCT Capital Childcare Grant funding received to purchase an outdoor canopy and ICT equipment for our Day Nursery, also outdoor fencing and ICT equipment for our Playtots Playgroup.
- SPF-R1 Grant funds were received to renovate the café area and create a confidential space in our "Cwt
- SPF-R2 Revenue grant funds were allocated to cover a Community Development Coordinator role and resources for the community garden, and capital funding was allocated to purchase a large shed.

#### 13 Capital Commitments

There were no capital commitments as at 31 July 2023. (2022 - Nil)

## 13 Comparative Statement of Financial Activities - Year ended 31 July 2022

	Restricted £	Unrestricted £	Total £
INCOME	-	-	-
Grants	11,610	5,347	16,957
Charitable activities	193	379,110	379,303
Investment income	-	8	8
Other income	286	122,723	123,009
Total income	12,089	507,188	519,277
EXPENDITURE			
Expenditure on charitable activities	16,055	501,270	517,325
Total expenditure	16,055	501,270	517,325
Net movement in funds	(3,966)	5,918	1,952
Transfers between funds	-	-	-
Net movement in funds	(3,966)	5,918	1,952
Total funds brought forward	235,917	55,537	291,454
Total of funds carried forward	231,951	61,455	293,406

The figures on this page give a detailed breakdown of the comparative fund activity as noted on the Statement of Financial Activities shown on page 6 of the accounts.

# HSBC 🚺 UK

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## Your Statement

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LTD 23A Bridgend Road Llanharan Pontyclun Mid Glamorgan CF72 9RD

Opening Balance	11.330.24
Payments In	75,617.54
Payments Out	75,933.67
Closing Balance	11.014.11

International Bank Account Number

GB75HBUK40444821509314

Branch Identifier Code HBUKGB4149J

Sortcode

40-44-48

Account Number Sheet Number 21509314 425

Date		went type and details	Paid out	Puid in	Balance
25 May 24		BALANCE BROUGHT FORWARD			11.330.24
27 May 24	CR				
				252.00	11,582.24
28 May 24	CR			50.00	
	CR			885.00	
	CR	RHONDDA CYNON TAFF		792.00	
	SO		406.25		
	CR		405.23		
	5.05			126.00	
	CR				
				192.00	
	CR				
				64.00	
	BP				
		Receipt	3.50		
	BP				
		Receipt	2.25		
	CR	FDEL Faster Paymen FDMS 511224263		78.75	
	CR	PDMS 511224263		78.75	
	C.R.			224.00	
	CR			4470.000	
				112.00	
	BP	HMRC TAX CR CUMBLD			
		948PY001282031912	2,716.98		
	CR				
				150.00	
		BALANCE CARRIED FORWARD			11,127.01

61 High Street Cowbridge Vale of Glamorgan CF71 7YJ

#### 26 May to 25 June 2024

Account Name LLANHARAN COMMUNITY DEVELOPMENT PROJECT LTD

Your Charitable Bank Account details

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: Tuesday, July 16, 2024 1:10 PM
To: Audit Committee <auditcommittee@Llanharancc.co.uk>
Subject: Appendix 8. - Grant application conditions

#### Members,

This email constitutes appendix 8 for the audit meeting tonight.

This text is provided by Gareth Haincock for f Llanharan FC.

I was not aware of the need to provide receipts and so I have never kept receipts. If it is written on the grant form I apologise, I have issues with dyslexia and often my mother or someone else assists me with completing the forms. It is a genuine oversight and there is no intention to hide anything.

I often pay for items from my own bank account and then arrange transfers from the club account into my account to cover what has been spent. I have done things like this for many years and it has never been questioned by anyone. It has never even occurred to me to keep receipts. If that's what I need to do in future I will, my only aim is to keep the club running to provide an opportunity to play football in the community

The motion presented by Cllr David Evans is to consider changing the terms of the grant award to allow the grant to be paid without providing the receipt from the previous grant. The original resolution to which this alludes is:

RESOLVED	
A2024/012 To grant Llanharan Football Club £495 towards the purchase of	
the equipment detailed in the application to facilitate the reinstatement of a	
Saturday 'second' team. Payment to be made subject to the receipt of the	
following supporting documentation to the satisfaction of the Clerk (these	
items not considered material to decision making):	Inform applicant. Note: Informed. Clerk to provide assitance and
	put on agenda of Feb 24 meeting. Documents still to be
a) The constitution document of the club (including details of the named	received. Awaiting documents requested. June 2024.
officers of the club or if this is not included in the constitution document the	
applicant to annotate the application to show the formal positions of the	
signatories).	
b) Invoices totalling £900 to show what the previous grant was spent on. (As	
per Appendix 2 of the application).	

Note that notwithstanding any recommendation made tonight, this item would need to attract the support of at least 2/3rds of council on Thursday night in order to be resolve, the original resolution being made within 6 months

Best regards Leigh Smith

# Appendix 9

# Proposals for amended General Grant policy and forms

1. Consideration of those grants that are currently budgeted for via their own budget line.

Namely: Wildlife Trust (£10k), LCDP (£25k)

By custom and practice these grants have been considered separately and de-facto fallen outside of the general grants policy.

From 2023 these applicants have been required to complete a standard grant application form with the same supporting documentation as standard grant applications.

## <u>Options</u>

- a) To continue to budget separately and to allow these grants to be considered exceptional and outside of the Council's General Grants policy.
- b) To continue to budget separately and other than the permitted application limit of £2,000 to apply the general grants policy to these applications.
- c) To incorporate these grant amounts into the general grant policy budget line (So this year the general grant budget line would have been £45k rather than £10k with no separate budget line for the exceptional grants).
- d) Some other option or combination of measures not listed here.

2. Draft revised General Grants Policy

Note, new proposed wording is presented in Yellow.

Items the Clerk suggest may need particular consideration presented in Red.



To whom it may concern,

The Community Council has reserved funds within its annual budget to award grants to community groups and organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with the council's grant policy and guidance notes is attached.

If you would like to apply for a general grant, the application form must ordinarily be completed and returned by 30<sup>th</sup> June for consideration in July and by 16<sup>th</sup> December for consideration in January. Emergency applications may be submitted to subsequent audit Committee meetings under certain circumstances if appropriate provided an urgent need can be demonstrated. See 3.2

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback forms in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

Incomplete applications or applications received after the deadline will not ordinarily be submitted for consideration.

Clerk to the Council Llanharan Community Council clerk@llanharan-cc.gov.wales 01443 231430 2 Chapel Road Llanharan CF72 9QA

# LLANHARAN COMMUNITY COUNCIL

# General Grant Policy and Application Guidance Notes

Please read the policy and guidance notes before completing the form:

- Llanharan Community Council awards grants, at its discretion, to community groups and organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;
  - providing a service
  - enhancing a quality of life
  - improving the environment
  - promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant application form; you may also seek assistance/guidance from your local Councillor.

# 2. Eligibility

Grants can be made;

2.1. To groups delivering activities or services to residents of the local community who are established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and are non-profit making <sup>1</sup>and in addition do not make profit to pay or otherwise benefit directors, members or shareholders;

In addition such groups must;

<sup>&</sup>lt;sup>1</sup> Groups where all earned income is recycled for the benefit of the community are not considered profit making.

2.2. Have and be able to provide a constitution, or set of rules, which define its aims, objectives and operational procedures;

2.3. have a bank account (or accounts) held in the name of the group operated by a minimum of at least two joint signatories

Grants will not be made;

- 2.4. to individuals
- 2.5. to groups situated or operating solely outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- 2.6. to organisations who's beneficiaries or members reside outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided.
- 2.7. to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- 2.8. to organisations established for party political purposes or promoting religious purposes
- 2.9. to any commercial venture or private business
- 2.10. for any private gain
- 2.11. for purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- 2.12. to organisations who have received a general grant in the same financial year

2.13. to fund the purchase of alcohol, tobacco, wages, loans or interest payments or VAT that an applicant can recover.

# 3. Grants will be considered under the following criteria:

- 3.1. Applications must be received by 30<sup>th</sup> June for consideration in July and by 16<sup>th</sup> December for consideration in January.
- 3.2. Emergency applications outside of these windows may be considered under certain circumstances provided the application is requested to be added to an agenda by submission of a written motion from Councillors. Such applications must explain why the need is urgent.
- 3.3. Such emergency applications as described in 3.2 may be heard by Full council subject to the consent of the Chair of the Audit Committee. The same conditions as outlined in 3.2 would apply.
- 3.4. All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and will not be submitted for consideration by the Council.
- 3.5. The applicant is responsible for ensuring the application complies with the council's general grant policy, that the application is completed in full and correctly include all required supporting documentation.
- 3.6. Any applications not complying with the Council's policy will not be submitted for consideration.

Or

Any applications not complying with the council's policy will be submitted for consideration provided the applicant provides a narrative as to why an exception to the policy should be considered. If granted the council will minute the reasons for deviating from its policy.

3.7. Any applications not completely and correctly completed by the appropriate deadline will not be submitted for consideration.

- 3.8. All eligible applications will be considered at an appropriate meeting following the closing date for correctly completed applications.
- 3.9. Decisions will be made by Llanharan Community Council with its decision being final.
- 3.10. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the council will take into account the amount and frequency of any previous awards and the extent to which the applicant has sought or secured funds from other sources or their own fund-raising activities.
- 3.11. The council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

# 4. Further policy notes

- 4.1. Grant applications and supporting documents can only be accepted from the applicant. An application cannot be made by or presented by a third party on a group's behalf.
- 4.2. The maximum grant available is £2,000 per application.
- 4.3. Any payments would be made via BACS to the applicant's bank account listed in the application.
- 4.4. All grants must be drawn down in the same financial year that the grant was awarded. Should grants be made on a conditional basis and the conditions not be met then the grant award will lapse at year end.
- 4.5. All grants are awarded on a one-off basis if required for subsequent years a new application must be submitted each year.
- 4.6. A grant may not be given or transferred to any other group.
- 4.7. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated within 1 year of the grant being made, then all unused monies must be returned to the council.
- 4.8. no retrospective applications will be considered.

Or retrospective applications will only be considered where the

applicant can demonstrate that there was an urgent need for immediate spend for a purpose which would have otherwise complied with the Council's general grant policy.

- 4.9. for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or further evidence requested to demonstrate how the money has been spent.
- 4.10. for all grants the council may opt to award a grant as a lump sum or to pay on the receipt of invoices
- 4.11. Where a grant is to part fund a project or activity, the council will only release funds once the remaining required funds have been secured or evidence is presented to demonstrate that alternative funders have committed in writing to providing the required funds.
- 4.12. A project or activity may not be phased to obfuscate the total cost of a project.
- 4.13. The council will require details of how the money has been spent within 1 year of the award being made (Appendix One). No subsequent grant will be made until Appendix One has been correctly completed and evidence provided in relation to any previous grant. (Grant recipients must provide receipts/invoices to evidence grant spend).
- 4.14. In any case the applicant must provide details of how the money has been spent within 1 year of the award being made by completing and returning Appendix One along with receipts/invoices to evidence grant spend.
- 4.15. Recognition of the grant from Llanharan Community Council <u>must</u> be made in any publicity relating to the activity or purpose for which the grant was made and in the Group's accounts.
- 4.16. The Council may use the name of your Group and its project or activity in our own publicity material where appropriate.

# 5. Provisions for the return of granted funds to the council (Clawback)

5.1.1.Notwithstanding other clauses in this grant policy, any grants

provided must be returned to the council should your group or project:

5.1.1.1. Cease to operate within 1 year of receiving the grant

5.1.1.2. Change ownership within 1 year of receiving the grant

- 5.1.1.3. Relocate outside of the Llanharan Community Council boundary within 1 year of receiving the grant
- 5.1.1.4. Significantly change from the details provided in your application within 1 year of receiving the grant
- 5.1.1.5. Sell, gift or otherwise dispose of items purchased with grant money without the written permission of the council at any time within 5 years of receiving the grant.
- 5.1.2. Notwithstanding other clauses in this grant policy, grants must be repaid in full on demand if:
  - 5.1.2.1. You are found to have made any misrepresentations in your application.
  - 5.1.2.2. You have breached the terms of the grant. (You will receive full details of any terms if your application is successful).
  - 5.1.2.3. You fail to follow the council's grant policy following payment of a grant. Including clauses: 4.7, 4.14, and 4.15.

Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

## **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

# LLANHARAN COMMUNITY COUNCIL

# **Grant Aid Application Form**

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation:	
(Please note that if you are	
successful, payment will be made	
to a bank account registered in	
this name)	
Registered Charity Number (if	
applicable)	
Name of Main Contact	
and role: (All	
correspondence will be	
addressed to this person)	
Full Postal Address of	
Applicant:	
Contact Telephone Number:	Daytime:
•	Mobile:
Main Contact Email Address:	
Has the organisation received Gr	ant Aid from Llanharan
Community Council in the past 3	
Grant or CIL	-
If the answer is yes, please comp	lete the box below:
Date	Amount
	£
	£
	£
	£
Has an Appendix One, 'Grant spend	
confirmation form' been satisfactorily	
completed for the most recent grant	Yes 🛛 🛛 No 🗖
with invoices/receipts provided	
Appendix One MUST be fully	
completed and receipts/invoices	

provided for the application to be considered.		
Have you read and understood the council's General Grant Policy and understand that applications must comply with all aspects of the policy to be submitted for consideration?	Yes 🗖	No 🗖

Please provide a brief description of the main aims and activities of the
organisation applying for a Grant.
How many people are involved in the organisation and approximately
what percentage of them live in the Llanharan Community Council
area?
Are you an eligible group? (See Policy 2)
Yes 🗆 No 🗆
How long has the organisation been established?

# SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of <u>specifically</u> what you intend to use the Grant Aid for?

How will the Grand Aid benefit the Community?

What are the consequences if you are not awarded the grant? *(Be specific and avoid exaggeration)* 

Please provide the dates you intend to start and finish the project/activity

Start Date:

Completion Date:

**SECTION C:** How much Grant Aid is being applied for?

What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary) Indicate whether the amount includes or excludes VAT

What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council? Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT. What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary)

What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary)

Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).

# You <u>MUST</u> supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide <u>all</u> of the information requested in full by the deadline given may result in your application not being presented for consideration.

A. Up to £499

- Formal constitution or rules document.
- Income and expenditure account/balance sheet for the previous financial year
- Most recent bank statements for ALL bank or investment accounts or other financial instruments. Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).
- VAT registration number (if registered)
- Provide quotations for items the grant will be used for.

B. £500 - £2,000
As requested in A
<ul> <li>Latest audited/ratified accounts and balance sheet signed by a</li> </ul>
qualified person independent of the group/organisation.

Section D: Sustainability		
Will the project/activity continue after this funding has ended?		
Yes 🗆 🛛	No 🗆	
If yes, provide details.		
Section E: Payment Details		

If your application is successful, payment will be made using the details below.		
Account Name (Use name of the organisation applying as in Section A)		
Account Number (Must match that of one of the bank statements provided)		
Sort Code (Must match that of one of the bank statements provided)		
SECTION F: Completing the application		
Primary Signature – This must be the signature of the main contact named in Section A		
Declaration:		
<ul> <li>I certify that the information contained in this application is correct and there are no omissions, including all required supporting documentation required in section C.</li> </ul>		
ii. I understand that it is the applicants responsibility to ensure that any application is completed correctly and		
fully, including all required supporting documentation required in section C. Should the application be found to		
be incomplete then it may not be presented for consideration.		
iii. If the information in the application changes in any way I will		

inform Llanharan Community Council immediately.		
iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council		
Name (Print) :		
Position held in organisation:		
Signed: Date:		
Please note that this form requires two signatures:		
Second Signature		
Name (Print):		
Position held in organisation:		
Signed: Date:		
<b>Completed application forms should be returned to:</b> Clerk to the Council Llanharan Community Council 2 Chapel Rd Llanharan CF72 9QA		
clerk@llanharan-cc.gov.wales		
01443 231430		

## **Checklist:-**

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one where necessary.

- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

# Please note any applications received or received but incomplete after the deadline dates may not be considered.

# For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box  $\Box$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA <u>clerk@llanharan-cc.gov.wales</u> 01443 231430



# Appendix One

# Llanharan Community Council General Grant Spend Confirmation Form

Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent or details of monies returned to the council.	
Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts must be provided)	
Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published and used in

closed session only tick this box  $\square$ 

Return the completed form to:

Clerk to the Council Llanharan Community Council 2 Chapel Road Llanharan CF72 9QA

clerk@llanharan-cc.gov.wales 01443 231430