



## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE MINUTES**

**Minutes** of the **Audit Committee** meeting held by video link at 7pm on Wednesday 19<sup>th</sup> July 2023 in accordance with the:  
**Local Government and Elections (Wales) Act 2021**

**Present:** Councillors; David Evans (Chair), Janine Turner, Chris Parker, Andrea James, Robert Lewis-Watkin JP.

**Clerk to the Council:** Leigh Smith

**Apologies:** None.

**Absent:** Cllrs Geraint Hopkins JP, Will Thomas.

#### **A2023/007 Welcome and apologies for absence**

The Chair welcomed members.

#### **A2023/008 Disclosures of personal and/or prejudicial interests**

None

#### **A2023/009 Minutes of meeting held 10<sup>th</sup> January 2023**

##### ***RESOLVED***

To approve the minutes of the meeting held on 10<sup>th</sup> January 2023 as a true and accurate record of proceedings.

#### **A2023/010 Matters arising**

None.



### **A2023/005 2023/011 Public speaking**

None

### **A2023/012 Annual grants budget and applications received**

Budget noted.

#### ***RECOMMENDED***

To grant the Llanharan Horticultural Society £750 and allow the use of the Council's van and staff to help transport items for the event as per the application received.

#### ***RECOMMENDED***

To grant Ynysmaerdy Community Centre £640 as per the application received.

#### ***RECOMMENDED***

To grant the 1st Llanharan Rainbow Guides £450 as per the application received.

#### ***RECOMMENDED***

To grant Llanharan RFC mini section £1821.92 as per the application received.

### **A2023/013 Recommendations relating to internal audit financial year ending 31<sup>st</sup> March 2023**

#### ***RECOMMENDED***

To accept the recommendations of the Clerk with the following amendments:  
R13 deferred to a future meeting of the audit Committee to allow further investigation

R9 for the Clerk and Chair of the audit committee to be satisfied with the detail of financial information received from LCDP and The Wildlife trust prior to the matter being added to the Council agenda and for the information provided to specify exactly what the granted funds were spent on in the previous year and what they will be spent on in the upcoming year.

R10 The Clerk to communicate with Councillors that should they wish to NOT participate in any vote they must state this clearly during the meeting and request that this fact be minuted.



**A2023/014 Urgent information or items for future agenda**

None

There being no further business, the meeting closed at 8.20pm

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

Cllr. David Evans  
Chair of the Audit Committee



## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE MINUTES**

**Minutes** of the **Audit Committee** meeting held by video link at 7pm on Tuesday 10<sup>th</sup> January 2023 in accordance with the:  
**Local Government and Elections (Wales) Act 2021**

**Present:** Councillors; Chris Parker (Chair), Janine Turner, David Evans, Rhys Jenkins, Robert Lewis-Watkin JP,

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Lisa Phillips

**Apologies:** None.

**Absent:** Cllrs Geraint Hopkins JP, Will Thomas.

#### **A2023/001 Welcome and apologies for absence**

The Chair welcomed members.

#### **A2023/002 Disclosures of personal and/or prejudicial interests**

None

#### **A2023/003 Minutes of meeting held 27<sup>th</sup> September 2022**

##### ***RESOLVED***

To approve the minutes as a true and accurate record of proceedings.

#### **A2023/004 Matters arising**

None.





## **A2023/005 2023/24 Budget and precept**

### ***RECOMMENDED***

To approve the proposed budget with an expenditure of £247,802.

A 5% increase on the Community Council tax band D rate resulting in a £3.77 per year increase and a resultant Community Council band D rate of £79.17.

## **A2023/006 Urgent information or items for future agenda**

None

There being no further business, the meeting closed at 7.45pm

The next meeting of the Audit Committee will be held on 6<sup>th</sup> April 2023

Cllr. Chris Parker  
Chair of the Audit Committee

## Appendix 2

### Summary of Grant budget allocation

13/06/2023		Llanharan Community Council				Page 3		
12:32		Detailed Income & Expenditure by Budget Heading 31052023						
		Cost Centre Report						
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4610	Firework Display	0	9,000	9,000		9,000	0.0%	
4615	Multi Cultural Carnival	0	5,500	5,500		5,500	0.0%	
4617	King's Coronation 23	4,974	0	(4,974)		(4,974)	0.0%	
4620	General Sponsorship	0	500	500		500	0.0%	
Community Functions :- Indirect Expenditure		4,974	21,250	16,276	0	16,276	23.4%	0
Net Expenditure		(4,974)	(21,250)	(16,276)				
550 Grants								
4700	General Grants	(720)	10,000	10,720		10,720	(7.2%)	
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%	
Grants :- Indirect Expenditure		(720)	45,000	45,720	5,000	40,720	9.5%	0
Net Expenditure		720	(45,000)	(45,720)				

Available for general grants: £10,720

## Appendix 3

### **Summary of Grant applications received.** **(Individual applications presented separately)**

- Llanharan Horticultural Society (Horticultural show).
- Ynysmaerdy Community Centre (King's Coronation event).
- 1<sup>st</sup> Llanharan Rainbow Guides.

Llanharan RFC Mini section



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](http://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	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	Llanharan Horticultural Society
<b>Registered Charity Number</b> ( <i>if applicable</i> )	
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	Robert Hughes
<b>Full Postal Address of Applicant:</b>	12 South View, Bryncae, Llanharan, CF72 9RQ
<b>Contact Telephone Number:</b>	Daytime: 01443 229420 Mobile: 07983 024320
<b>Main Contact Email Address:</b>	robert_hughes5@sky.com
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
2022	£ 950
	£
	£
	£
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>



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 52<sup>nd</sup> 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?

8 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 52 years, but the current Society was established in 2013.

#### **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?

This year, the Society is only applying for a grant to contribute towards the prize money of the show and the cost of hiring a van 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, 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.

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<p>How will the Grand Aid benefit the Community?</p> <p>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 country, it attracts first class exhibitors from all over Wales, putting the village firmly on the map. At the same time, keeping the community at it's core, ensuring a specific section, complete with a trophy, is open only to local residents</p>
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Please provide the dates you intend to start and finish the project:
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Start Date: 12 <sup>th</sup> August 2023 (date of show)
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Completion Date: 12 <sup>th</sup> August 2023 (date of show)
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**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)  
£225 – van hire (see attached quote)

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

£975 – 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 ☒ No ☐

If yes, provide details.

The show is in it's 52<sup>nd</sup> 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: 10.05.2023

**Please note that this form requires two signatures:**

Second Signature: Nathan Hughes

Position held in organisation: Show Secretary

Signed: Nathan Martin Hughes

Date: 10.05.2023

**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:	<b>Robert Hughes</b>
Organisation:	<b>Llanharan Horticultural Society</b>
Address:	<b>12 South View, Bryncae, Llanharan, CF35 6FF</b>



Telephone:	<b>01443 229420</b>
Email address:	<b>robert_hughes5@sky.com</b>
Website:	<b>N/A</b>
Reason for previous application: (Project.activity name/details)	<b>Contribution to running costs of the annual show</b>
Amount received:	<b>£950</b>
Date received:	<b>£950</b>
I was happy with the application process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	<b>The 2022 show was a huge success and saw a records number of entries into the resident's section.</b>

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**  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
01443 231430



## **Appendix Two**

### **Llanharan Community Council Grant Spend Confirmation Form**

*Required for grants of £500 or more*

Name:	<b>Robert Stephen Hughes</b>
Organisation:	<b>Llanharan Horticultural Society</b>
Address:	<b>12 South View, Bryncae, Llanharan, CF72 9RQ</b>

Telephone:	<b>01443 229420</b>
Email address:	<b>robert_hughes5@sky.com</b>
Date & Amount granted:	<b>£950 – 27.07.2022</b>
Specific reason for grant: What was the grant for:	<b>Contribution towards running costs and prize money of the show.</b>
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.	<b>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.</b>
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?	<b>The 2022 show was a huge success and saw a records number of entries into the resident's section.</b>

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  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
01443 231430**



Above: The collection of photos entered into the inaugural Anniversary Shield in the 2019 show.



**MANY THANKS TO LLANHARAN RFC FOR THE  
USE OF THE CLUB AND TO ALL THOSE WHO  
KINDLY DONATED RAFFLE PRIZES.**

## THE LLANHARAN HORTICULTURAL SOCIETY THE 52<sup>nd</sup> ANNUAL

### LLANHARAN HORTICULTURAL SHOW



**SATURDAY 12<sup>th</sup> AUGUST 2023  
BRYNCAE COMMUNITY CENTRE  
JUDGING 11AM DOORS OPEN 2PM**



## A WELCOME FROM THE SHOW SECRETARY

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

Last year, the show returned after a two year hiatus due to the pandemic and it was wonderful to once again see the tables full of outstanding exhibits. We also recorded the highest number of entries to date in the resident's section and I very much hope that this is a trend that will continue

This year, the show is being held in a new venue at Bryncae Community Centre. My sincere thanks to all at Llanharan Community Council for the use of the hall today.

I wish you the most enjoyable of days.

*A. M. Hughes*

Bryncae Community Hub, Powell Drive, Llanharan, CF72 9UU



## THE COMMITTEE

Neil McAndrew (Chairman)

Nathan Hughes (Show Secretary)

Robert Hughes (Treasurer)

Melanie Hughes (Secretary)

Sharon Hughes

Jeffrey Williams

Emrys Evans

Jolene Allen

## 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.
2. Subject to rule 3, all entries must in by Friday 12<sup>th</sup> August 2022, 21:30. Entries will be accepted by post or phone (01443 229420) and in person at 12 South View, Bryncae, Llanharan, CF72 9RQ.
3. 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, 59 & C10.
4. Entries in flower section may be with or without foliage except where otherwise stated.
5. All trophies to be returned by 1st July, 2023.
6. All trophies are perpetual.
7. The Committee accepts no responsibility for loss or damage sustained by the public or exhibitors. This does not effect your statutory rights.
8. Strict attention must be paid to the schedule; if in doubt, ask.
9. Wherever possible, exhibitors should name varieties as this makes the show more interesting for all.
10. For the purpose of this Show, Flower entries must be shown in bowls or vases.
11. Any medals may be withheld if the judges feel the entries are of insufficient merit.
12. Vases are not provided by the Society.
13. All entries must not have been entered in previous Llanharan Horticultural Shows.
14. 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.
15. 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.
16. 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.
17. All enquiries to the Show Secretary.

## CHILDRENS SECTION (Free Entry)

(All age limits are as at 13th August 2022)

**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: £3.00    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.

## JUDGES

Mr John Oliver (Treherbert) - Vegetables  
Mr Mark Ashton (Port Talbot) - Flowers  
Mr Terry Bratcher (Glastonbury) - Dahlias  
Mrs Adi Horn (Cardiff) - 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  
Bryna 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

1. 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) \***
2. 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 Colletteres, any varieties
12. One vase of Three Blooms, any class not mentioned above

#### 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



66. A Handcrafted Greetings Card
67. A Handmade Wooden Item
68. An Item made from Recyclable Materials (Max size 2ft x 2ft)
69. Any other craft item not listed

#### RESIDENTS SECTION (Sponsored by Cllr. Geraint Hopkins)

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

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

13. A vase of mixed Blooms, not more than Five Blooms (Classes 3-12), all in One vase, from at least Two classes
14. 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 28-47)  
**(1st: £10.00 2nd: £8.00 3rd: £5.00) \***
28. Five Tomatoes
29. Three Leeks
30. Nine Runner Beans
31. Three Carrots - Long
32. Three Carrots (Other than Long)
33. Five Potatoes - White
34. Five Potatoes - Coloured
35. Two Cucumbers
36. Three Onions - from seed
37. Three Onions - from sets
38. Three Onions - each under 250 grams
39. Nine Shallots (Pickling, not to exceed 30mm)
40. Nine Shallots - Large
41. Two Marrows
42. Three Globe Beet
43. Two Cabbage
44. Two Lettuce
45. Six Pods of Peas
46. Six French/Dwarf Beans
47. Six Broad Beans

48. Any vegetable not mentioned in any class above

## CULINARY SECTION

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

## ARTS AND CRAFTS SECTION

59. 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) \***
60. A Single Photograph taken by the Exhibitor
61. A Cross Stitched Item
62. A Painting or Drawing
63. A Knitted Article
64. A Quilted Article
65. A Crochet Article

**Llanharan Horticultural Society Accounts 2022**

**2022**

**Bank**

Starting Balance: 1st January 2022			<b>236.96</b>	Closing Balance:		<b>563.88</b>
Money In				Money Out		
Date	Description	Amount	Date	Description	Amount	
31/05/2022	Community Shop Donation	250.00	05/07/2022	Nathan Hughes (Schedules)	248.00	
27/07/2021	Community Council Grant	950.00	08/07/2022	NVS Membership & Medal	29.60	
17/08/2022	Cash in Hand Deposit	450.00	22/07/2022	WDS Membership & Medals (000001)	44.00	
			08/08/2022	To Cash for Prize Money	900.00	
				Robert Hughes		
			14/08/2022	(Show Expenses - Ink, Brasso, Refreshments)	61.48	
			20/12/2022	Remembrance Day Wreath (000002)	40.00	
<b>Total</b>		<b>1650.00</b>	<b>Total</b>		<b>1323.08</b>	

**Cash in Hand**

Starting Balance: 1st January 2022			<b>124.86</b>	Closing Balance:		<b>26.17</b>
Money In				Money Out		
Date	Description	Amount	Date	Description	Amount	
08/08/2022	From Bank for Prize Money	900.00	16/05/2022	Stamps	10.88	
13/08/2022	Entry Fees	57.90	10/08/2022	Catering	70.00	
13/08/2022	Donations	87.30	13/08/2022	Prize Money	621.50	
13/08/2022	Raffle Money	133.00	13/08/2022	Judge's Fees	90.00	
			13/08/2022	Refreshments	34.51	
			17/08/2022	Cash to Bank	450.00	
<b>Total</b>		<b>1178.20</b>	<b>Total</b>		<b>1276.89</b>	

Total In Bank:	563.88
Cash In Hand:	26.17
<b>Total End 2022:</b>	<b>590.05</b>

**From:** [Melanie Geddes](#)  
**To:** [Nathan](#)  
**Subject:** Fwd: Horticultural Society Show Accounts  
**Date:** 10 May 2023 09:41:16

---

Begin forwarded message:

**From:** Bev sainsbury <[bsainsbury1960@hotmail.co.uk](mailto:bsainsbury1960@hotmail.co.uk)>  
**Subject:** Re: Horticultural Society Show Accounts  
**Date:** 6 May 2023 at 14:25:23 BST  
**To:** Melanie Geddes <[melaniegeddes@hotmail.co.uk](mailto:melaniegeddes@hotmail.co.uk)>

To whom it may concern

I am happy that the accounts attached are a true and accurate reflection of spend through the last year and present cash in the bank.

Regards  
Bev Sainsbury  
Cost Management accountant CIMA

Sent from [Outlook for Android](#)

---

**From:** Melanie Geddes <[melaniegeddes@hotmail.co.uk](mailto:melaniegeddes@hotmail.co.uk)>  
**Sent:** Saturday, April 29, 2023 7:59:31 PM  
**To:** Bev Sainsbury <[bsainsbury1960@hotmail.co.uk](mailto:bsainsbury1960@hotmail.co.uk)>  
**Subject:** Horticultural Society Show Accounts

Hi Bev,

I've attached the accounts for the Horticultural Society that you said you would have a look over for me.

Let me know if you need to see anything else.

Thanks again for looking at these.

Mel xx

Llanharan Horticultural Society  
12 SOUTH VIEW  
BRYNCAE  
LLANHARAN  
CF72 9RQ

## Your Account

**Sort Code** 30-96-26  
**Account Number** 79634660

## TREASURERS ACCOUNT

01 April 2023 to 30 April 2023

**Money In** £0.00  
**Money Out** £0.00

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
------	-------------	------	--------------	---------------	-------------

You have no transactions to display for this period.

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

Llanharan Horticultural Society  
12 SOUTH VIEW  
BRYNCAE  
LLANHARAN  
CF72 9RQ

## Your Account

**Sort Code** 30-96-26  
**Account Number** 79634660

## TREASURERS ACCOUNT

01 May 2023 to 31 May 2023

<b>Money In</b>	£0.00	<b>Balance on 01 May 2023</b>	£563.88
<b>Money Out</b>	£308.65	<b>Balance on 31 May 2023</b>	£255.23

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
24 May 23	MELANIE GEDDES 100000001133583847 PRIZE	FPO		10.65	553.23
26 May 23	MELANIE GEDDES 500000001138325963	FPO		298.00	255.23

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

Llanharan Horticultural Society  
12 SOUTH VIEW  
BRYNCAE  
LLANHARAN  
CF72 9RQ

## Your Account

**Sort Code** 30-96-26  
**Account Number** 79634660

## TREASURERS ACCOUNT

01 June 2023 to 30 June 2023

<b>Money In</b>	£0.00	<b>Balance on 01 June 2023</b>	£255.23
<b>Money Out</b>	£26.00	<b>Balance on 30 June 2023</b>	£229.23

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jun 23	MELANIE GEDDES 600000001143036696	FPO		26.00	229.23

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



Clerks note: The applicant made an application to the Kings Coronation Committee in April 2023. Unfortunately the Committee had spent its delegated budget. The applicant was advised to submit a general grant application.

## 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	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	Ynysmaerdy Welfare Association (known as Ynysmaerdy Community Centre)
<b>Registered Charity Number (if applicable)</b>	N/A
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	Ian Davy (Chair)
<b>Full Postal Address of Applicant:</b>	5 Glan Yr Ely Ynysmaerdy
<b>Contact Telephone Number:</b>	Daytime: Mobile: 07966 698017
<b>Main Contact Email Address:</b>	ian.davy@hotmail.co.uk
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>	
<b>If the answer is yes, please complete the box below:</b>	
<b>Date</b>	<b>Amount</b>
May 2022 – Jubilee event	£974
December 2022 – wifi grant	£935
	£
	£
<b>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.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Delay of installing wifi caused by need to alter bank mandate and not being allowed to set up a direct debit. Bank extremely slow in</i>

↳ Note: Applicant reports that this is now resolved as Wi-Fi is installed. See email 2/7/23.







	<i>responding. Grant still in account. If this continues we will repay to LCC if and when required.</i>
--	---

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

*Operational management of the Ynysmaerdy Community Centre*

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

*The Management Committee has 9 members all of which live in Ynysmaerdy*



Are you a not for profit organisation?

Yes ☐ No ☒

How long has the organisation been established?

*Since the 1950's I believe*

**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?

*For costs associated with a Coronation Party for the village held at the Community Centre and the adjoining green space. The focus will be on children and families.*

~~Bouncy castle hire is £330~~  
DJ £140  
Buffet £500

*- Removed at the request of applicant.  
See email 2/7/23.*

How will the Grand Aid benefit the Community?

*The new Committee are keen to hold more community events in the future. A successful and well attended Jubilee family event was held and a car boot sale last summer. A very successful Halloween childrens party was held as well as an equally successful childrens party at Easter.*

*The Committee are keen to maintain the momentum.*

Please provide the dates you intend to start and finish the project.

To be held on 8<sup>th</sup> May 2023



~~Altered~~ Altered at the request of applicant *[Signature]*  
See email 2/7/23

**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?

~~£970~~ £640. ~~✱~~

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

~~£970~~ £640 ~~✱~~

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

*None, although a small charge will made per family*

**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 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*)

Ynysmaerdy Welfare Association

**Account Number**

10897019

**Sort Code**

40-44-48

**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: *IG Davy*

Date: 24.4.23

**Please note that this form requires two signatures:**

Second Signature: Sharon Griffiths

Position held in organisation: Treasurer

Signed:



Date:

*24/4/23***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**





**CONSTITUTION  
YNYSMAERDY COMMUNITY CENTRE  
MANAGEMENT COMMITTEE**

**(1) MANAGEMENT COMMITTEE**

**(a) MEMBERSHIP**

The Management Committee shall be appointed to manage the Community Centre ("the Centre") and shall consist of:-

(i) No less than 6 representatives of 18 years of age or over appointed by the inhabitants of the Ynysmardey electoral division(s) ("the inhabitants"). There shall be an upper limit of membership on the management committee of 18.

(ii) At least two thirds of the Management Committee shall be inhabitants of the aforementioned electoral division. Individuals standing for election from outside the ward must be nominated by a member living within the electoral division. Inhabitants living outside of the Borough of Rhonda Cynon Taff will not be eligible for election. If any individual serving on the Committee should move outside the Borough, they may complete their period of office, if they so wish, up until the re-election of officers at the Annual General Meeting.

(iii) A member of one Community Centre Voluntary Management Committee is not eligible to sit on a second Management Committee.

(iv) The Chair of Rhonda Cynon Taff County Borough Council ("the Council") or a member nominated by him or her shall be ex-officio members and entitled to attend meetings at their own discretion in an advisory capacity only. These individuals will not be entitled to make formal proposals or vote on any matters, but retain the right to refer any matter under clause 2d to the Council for its determination consideration.

(v) The members for the electoral division in which the Centre is situated shall be permitted to attend the management committees of their local community centres in an advisory capacity only. They shall not be entitled to make formal proposals or vote on any matter but retain the right to refer any matter under clause 2d to the Council for consideration.

(vi) The Council shall be entitled to nominate two officers to attend the meetings of the Management Committee in an advisory capacity only.

**(b) TENURE OF OFFICE**

(i) Members of the Management Committee shall serve for a period of one year and shall be eligible for re-appointment at the annual meeting of the Management Committee by such of the inhabitants as attend the annual Meeting.

(ii) Casual vacancies may be filled at an ordinary meeting of the Management Committee.

**(c) OFFICERS**

The Management Committee shall at its first meeting immediately following the Annual General Meeting elected from its Members a Chairperson, Vice-Chairperson, Secretary, Treasurer and such other officers as they consider appropriate. The Treasurer shall not hold any other office on the Management Committee. At this meeting immediately following the

Annual General Meeting to elect the officers, if a majority is not reached on any vote then the Chairperson will have a casting vote. The Chairperson will be the person who chaired the Annual General Meeting.

#### **(d) QUORUM**

The quorum at any meeting of the Management Committee shall be four Members.

### **2. MEETINGS**

(a) Meetings of the Management Committee shall be held at least bi-monthly, preferably monthly, and at such other times as may be necessary. Additional meetings shall be called by the Secretary on 14 days written notice from the Chairperson or from not less than 2 members. Any notice of a scheduled meeting shall be accompanied by an agenda specifying the business to be transacted at the meeting and the minutes of the previous meeting. Those shall be sent or delivered a full 7 days prior to the meeting to:-

- (i) Each member of the Committee at his/her usual or last known place of residence.
- (ii) To the Council's ex-officio members and locally elected Councillors.

(b) Every question shall be determined by the majority of the members present and voting thereon and in the case of equality of votes the Chairperson shall have a second and casting vote.

(c) The Committee shall comply fully and in all respects with any request, requirement, decision or order given by the Council. Any such order resolution notice or direction shall be properly served if delivered verbally, or by hand, through an officer appointed by the Council or if sent by ordinary pre-paid post addressed to the secretary of the Committee at the community centre or at his/her last known address.

(d) At any properly and duly convened meeting of the Committee the Chairperson of the Council or a member nominated by him or her or any one of the locally elected councilors of the electoral division present thereat shall have the right to demand that any proposal resolution or other matter which would restrict the use of the Centre or involve works of adaptation to the building shall be withdrawn from the consideration of the Committee for referenced to and consideration by the Council. Such a demand shall be accepted and complied with by the Committee without discussion. The decision of the Council upon such reference shall be communicated to the Committee

### **3. ANNUAL GENERAL MEETING**

(a) An Annual General Meeting of the inhabitants should be held at the Centre in June or July of each year.

The Committee shall ensure that notice of the meeting and of the business to be transacted shall be posted on the principal notice board of the Centre at least 28 days before the meeting.

The Committee shall also exercise reasonable endeavours to give notice of the meeting locally by way of newspaper advertisement and notices in shops in the locality.

(b) The names of the retiring Committee Members shall be posted up on the principle notice board of the Centre for at least 28 days before the election.



(c) Candidates for appointment as Committee Members shall be proposed by at least 2 of the inhabitants who shall inform the Committee in writing of their intention to stand. Seven days at least before the election, the names and addresses of the candidates and their proposers shall be posted on the said notice board.

(d) The Annual General Meeting should be chaired in the first instance by one of the locally elected members of the electoral division, who will be invited by the retiring Committee to perform this duty. If the local Councillor is unable to attend then an officer of the Council will take the chair.

(e) The business to be transacted at the annual meeting shall be the election of Committee Members, the consideration of the accounts and such other business as shall have been included in the notice convening the meeting. The elected voluntary Committee Members shall be solely responsible for the appointment of their own Officers at the first meeting immediately following the Annual General Meeting.

(f) The Chairperson of the meeting may at his/her discretion, and after consultation with the Committee, permit discussion on other matters if in his/her opinion the following discussion is likely to be of value to the Centre's Management. No resolution may be passed on these additional items.

(g) Nominations for the appointment of Committee Members may, at the discretion of the Chairperson, be accepted at the Annual General Meeting

#### **4. FUNCTIONS AND RESPONSIBILITIES**

(a) The function of the Management Committee shall be to manage and control the Centre for the social, educational, recreational and cultural activities for the benefits of the inhabitants of Ynysmaerdy and its adjoining area. The Management Committee shall be responsible for:-

(i) Meeting annually, through hire charges or otherwise, the cost of the wages of the caretaker appointed, cleaning, lighting and heating the premises together with any other expenses of a recurring nature (excluding rates).

(ii) Maintaining a scale of charges for use of the Centre estimated to produce income annually together with any additional income the Committee may raise to meet the annual expenditure. Charges for the use of the Centre and its facilities shall be set by the Management Committee but shall be subject to the approval of the Council's appropriate officer.

(iii) Keeping the interior of the Centre in a reasonable condition, fair wear and tear excepted. Any works of maintenance or decorating to the interior must be carried out to the satisfaction of the Council's appropriate officer. The Council, or a duly appointed officer of the Council, shall have the power at all times, with reasonable notice, to inspect the Centre.

(b) The Management Committee may, subject to the prior written approval of the Council, make grants or charitable donations to third parties for the purpose of the social, economic or environmental well-being of the area of the electoral division in which the Centre is situated.



(c) Any request to amend the Community Centre constitution in any way must be made in writing to the Council's appropriate officer. The request will then be submitted for consideration to the Council. The Voluntary Management Committee will be notified in writing of the decision.

## **5. FINANCE**

### **(a) SUBMISSION OF ACCOUNTS**

The accounts of the Committee shall be made up annually to 31st March on an income and expenditure basis. After audit by an independent body the accounts shall be presented for adoption at the AGM of the Committee and thereafter be open for inspection by the Inhabitants.

### **(b) AUDIT**

The books of Accounts of the Committee shall be available for inspection by the appropriate officers of the Council upon receipt of due notice.

### **(c) CAPITAL EXPENDITURE**

Any proposals for capital expenditure shall be subject to the approval of the Council. Arrangements for sharing capital expenditure shall be decided when individual schemes are submitted.

## **6. ATTENDANCE**

In the event of a member of the Management Committee being absent from the three consecutive meetings of the Committee the said member shall cease to be a member unless the Management Committee determines (after making reasonable enquiries and having given an opportunity to the member to explain his or her reasons for absence) that there is a reasonable excuse for such non-attendance.

If the Committee does not make such a determination within one month of the third absence, the member shall have the right during the period of 14 days thereafter to refer the matter to the Council, whose decision shall be final.

## **7. HIRING**

Solely for the purpose of hiring the Centre, all hirers shall be deemed to be members of the Centre.

## **8. GENERAL**

References to the Council in this constitution shall, where the context permits include the Council acting through the Cabinet of the Council or otherwise acting in accordance with the Council's constitution from time to time.

## **9. REMUNERATION**

Members of the Management Committee shall perform their duties in a voluntary capacity only and shall receive no remuneration other than payment of reasonable out-of-pocket expenses authorised by the Management Committee from time to time.

#### **10. DISSOLUTION CLAUSE**

In the event of the association/committee being wound up during the continuance of this agreement it is hereby agreed and declared between the parties hereto that all assets and funds of the association/committee shall be transferred to the Authority absolutely. This will include any grant received in accordance with the Constitution of the community centre to include grant

received or any portion not received or expended which has been acquired independently of the Authority which shall be treated for all purposes within the terms and conditions of the constitution and would be subject to transfer to the Authority hereto referred to as 'assets and funds' and returned to the Authority absolutely.

Signed:

.....

[on behalf of the Ynysmaerdy Community Centre committee]

Signed:.....

[on behalf of Rhonda Cynon Taf County Borough Council).

Dated:

.....



**Unaudited Financial Statements**  
**for the Year Ended 31 March 2022**  
**for**  
**YNYSMAERDY COMMUNITY CENTRE**

*James  
de  
Frias*

CHARTERED ACCOUNTANTS  
REGISTERED AUDITORS

Llanover House, Llanover Road, Pontypridd, Mid Glamorgan, CF37 4DY

Tel: 01443 491551 Fax: 01443 491562

[enquiries@jamesdefrias.co.uk](mailto:enquiries@jamesdefrias.co.uk)

James de Frias is the trading name  
of James de Frias Ltd  
Incorporated in Wales  
No. 1224013



**Unaudited Financial Statements**  
**for the Year Ended 31 March 2022**

**Chartered Accountants' Report to**  
**YNYSMAERDY COMMUNITY CENTRE**

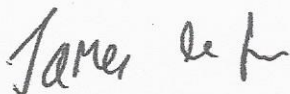
In accordance with our terms of engagement we have prepared for your approval the financial statements of Ynysmaerdy Community Centre for the year ended 31 March 2022 on pages four to six from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

This report is made solely to you, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Ynysmaerdy Community Centre and state those matters that we have agreed to state to you in this report in accordance with ICAEW Technical Release TECH08/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you for our work or for this report.

You have approved the financial statements for the year ended 31 March 2022 and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given us and we do not, therefore, express any opinion on the financial statements.



James de Frias  
Chartered Accountants  
Llanover House  
Llanover Road  
Pontypridd  
Mid Glamorgan  
CF37 4DY

Date: 16/6/22

**Unaudited Financial Statements**  
**for the Year Ended 31 March 2022**  
**YNYSMAERDY COMMUNITY CENTRE**

**Client Approval Certificate**

In accordance with the terms of engagement of James de Frias, I approve the financial statements for the year ended 31 March 2022 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing James de Frias with all information and explanations necessary for their compilation.

L. White JF

Date: 9/6/22



**YNYSMAERDY COMMUNITY CENTRE**

**Profit and Loss Account**  
**for the Year Ended 31 March 2022**

	31.3.22		31.3.21	
	£	£	£	£
<b>Income:</b>				
Hire				
Grants	2,767		438	
	<u>1,018</u>		<u>250</u>	
		3,785		688
<b>Expenditure:</b>				
Post & stationery	9		25	
Licences & insurance	159		-	
Repairs & renewals	-		8	
Cleaning	715		121	
Light & heat	<u>895</u>		<u>897</u>	
		1,778		1,051
		2,007		(363)
<b>Finance costs:</b>				
Bank charges				
		22		-
<b>NET PROFIT/(LOSS)</b>		<u><u>£1,985</u></u>		<u><u>£(363)</u></u>

# **YNYSMAERDY COMMUNITY CENTRE**

## **Balance Sheet** **31 March 2022**

	Notes	31.3.22		31.3.21	
		£	£	£	£
<b>CURRENT ASSETS:</b>					
Bank Current Account		6,901		5,050	
Cash in hand		184		50	
			7,085		5,100
			<u>£7,085</u>		<u>£5,100</u>
<b>FINANCED BY:</b>					
<b>CAPITAL ACCOUNT:</b>	2		<u>£7,085</u>		<u>£5,100</u>



# YNYSMAERDY COMMUNITY CENTRE

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements have been compiled on a basis which enables profits to be calculated in accordance with generally accepted accounting practice and which provides sufficient and relevant information to enable the completion of a tax return.

### 2. CAPITAL ACCOUNT

	31.3.22		31.3.21	
	£	£	£	£
Balance brought forward	5,100		5,463	
Add:				
Net profit	1,985		-	
	<u>7,085</u>		<u>5,463</u>	
Less:				
Net loss	-		363	
	<u>7,085</u>		<u>5,100</u>	
		<u>£7,085</u>		<u>£5,100</u>

J21D6D00BTNMB0000063940001003 389 000

The Treasurer  
Ynysmaerdy Community Centre  
2 Glan yr Ely  
Ynysmaerdy  
Pontyclun  
Mid Glamorgan  
CF72 8LJ



## Your Statement

### Account Summary

Opening Balance	7,202.59
Payments In	120.00
Payments Out	6.20
Closing Balance	7,316.39

**13 May to 12 June 2023**

### International Bank Account Number

GB54HBUK40444810897019

### Branch Identifier Code

HBUKGB4149J

### Account Name

Ynysmaerdy Welfare Association

### Sortcode

40-44-48

### Account Number Sheet Number

10897019 453

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
12 May 23	<b>BALANCE BROUGHT FORWARD</b>			<b>7,202.59</b>
23 May 23	BP PENCOED BOOK Hall Payment 2105		30.00 MAY	7,232.59
26 May 23	CR YOGA FRESH YOGA HALL RENT		66.00 MAY	7,298.59
02 Jun 23	DR TOTAL CHARGES TO 11MAY2023	6.20		7,292.39
12 Jun 23	CR RHONDDA CYNON TAFF		24.00 JUNE	7,316.39
12 Jun 23	<b>BALANCE CARRIED FORWARD</b>			<b>7,316.39</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%



PIZZA £0.75  
PIZZA £0.75  
PIZZA £0.75  
PIZZA £0.75  
GUDFELS GTN MG £3.7  
POPCORN \* £1.2  
SCHAR CURVIES \* £2.5  
POPCORN \* £1.2  
PROSECCO \* £8.5  
FRESH MILK £1.5  
PROSECCO \* £8.5  
PROSECCO \* £8.5  
PROSECCO \* £8.5  
WINE \* £9.0  
WINE \* £9.0  
WINE \* £9.0  
MINIMOTSU \* £3.5  
STRAWBERRIES £2.3  
WINE \* £9.0  
STRAWBERRIES £2.3  
STRAWBERRIES £2.3  
STRAWBERRIES £2.3  
FRESH SNGL CRM £2.1  
FRESH SNGL CRM £2.1  
STRAWBERRIES £2.3  
STRAWBERRIES £2.3  
STRAWBERRIES £2.3  
TOMATOES £0.6  
TOMATOES £0.6  
STRAWBERRIES £2.3  
STRAWBERRIES £2.3  
CREAM SPRAY £1.4  
CREAM SPRAY £1.4  
CARROTS £1.2  
SAUSAGE ROLLS £1.5  
CUCUMBER WHOLE £0.7  
STRAWBERRIES £2.3  
BALL NEON \* £7.5  
STEALTH SOAKER \* £6.0

£0.75  
£0.75  
£0.75  
£0.75  
£3.7  
£1.2  
£2.5  
£1.2  
£8.5  
£1.5  
£8.5  
£8.5  
£8.5  
£9.0  
£9.0  
£9.0  
£3.5  
£2.3  
£9.0  
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£2.3  
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£2.3  
£0.6  
£0.6  
£2.3  
£2.3  
£1.4  
£1.4  
£1.2  
£1.5  
£0.7  
£2.3  
£7.5  
£6.0

# KING Poundland

Poundland Limited  
Thank you for shopping with Poundland 01970 627507  
Connect with us on Twitter @Poundland  
www.poundland.co.uk/help/contact-stores/  
VAT Number: 547 5122 45

10 PAPER LIPS 8PK P £5.00  
(5 x £1.00)  
10 PAPER NAPKINS 10PK P £6.00  
(6 x £1.00)  
10 PAPER PLATES 3PK P £7.00  
(7 x £1.00)  
Total for 18 item(s) inclusive of VAT £18.00  
(VAT paid) £3.00  
LASH £20.00  
Total Payments £20.00  
Change £2.00

## A Chance to WIN

£100 Poundland Vouchers  
by telling us about your visit  
www.poundland.co.uk/tell-us  
One Winner Per Month  
See website for T and Cs  
Closing date 30th June 2023

Shop Online at www.poundshop.com  
Part of the Poundland Family!



08611229963570

1256 33 306055 15/04/2023 14:46:10

TOTAL £135.27  
MULTIBUY SAVINGS  
TOTAL SAVINGS -31.00  
CC Wine -1.50  
CC Wine -1.50  
CC Wine -1.50  
CC Wine -1.50  
CC Prosecco -1.00  
CC Prosecco -1.00  
CC Prosecco -1.00  
CC Prosecco -1.00  
CC Schar curvies -0.30  
CC Cucumber whole -0.20  
CC TESCO 2 FOR £3.50 -1.10  
CC TESCO 2 FOR £3.50 -1.10  
CC TESCO 2 FOR £3.50 -1.10  
CC TESCO 2 FOR £3.50 -1.10  
CC TESCO 2 FOR £3.50 -1.10  
CC 25% OFF 6 BTLs -15.00  
TOTAL TO PAY 104.27  
BAG FOR LIFE \* £0.30  
BAG FOR LIFE \* £0.30  
BAG FOR LIFE \* £0.30  
BAG FOR LIFE \* £0.30  
BAG FOR LIFE \* £0.30  
BAG FOR LIFE \* £0.30

£106.07  
£106.07

0000000031010

\*\*\*\*\*8649 ICC

00

012583

46205512

Device Verified

PAID DUE

£0.00

## CLUBCARD STATEMENT

Card Number \*\*\*\*\*7090  
Satisfying Spend 104.27  
Points this Visit 104  
Points balance 211

PAID ON AIR

# TESCO

TALBOT GREEN

any questions please visit  
www.tesco.com/store-locator

RAFFLE TICKETS \* £2  
RAFFLE TICKETS \* £2  
JAFFA CAKES £1  
CHOC CUPCAKES £2  
JAFFA CAKES £2  
JAFFA CAKES £2  
CHEESE PUFFS \* £2  
ONION RINGS \* £2  
CRISP \* £2  
HOT DOGS £2  
HOT DOGS £2  
CAKE £2  
CAKE £2  
CAKE £2  
CAKES £2  
CAKES £2  
TOTAL £2  
MULTIBUY SAVINGS  
TOTAL SAVINGS  
CC Jaffa cakes  
CC Jaffa cakes  
CC Jaffa cakes  
TOTAL TO PAY £  
CASH £  
CHANGE DUE

## CLUBCARD STATEMENT

Card Number \*\*\*\*\*  
Satisfying Spend  
Points this Visit  
Points balance

We are processing May Clubcard statement and your points balance is being reset. Any points collected from 04/05/23 onwards will be allocated to your next statement.

Get your statement by email, just go to Tesco.com/account and tick the box in your preferences.



9740 1041 0305 2320 4203 1417

A chance to win a £1000 Tesco  
and collect 25 Clubcard points  
Visit www.tescoviews.com to see

3/05/23 20:44 2799 172 9



**TESCO**

TALBOT GREEN

any questions please visit  
www.tesco.com/store-locator

9

BUBBLE WAND	*	£0.95
BUBBLE WAND	*	£0.95
BUBBLE WAND	*	£0.95
HOT DOGS		£0.70
HOT DOGS		£0.70
CHEESE SLICE		£1.39
CHEESE SLICE		£1.39
COOKED HAM		£1.99
COOKED HAM		£1.99
TESCO CRISPS	*	£1.10
CRUNCHY STICKS	*	£1.00
PROSECCO	*	£7.50
KM TASTY WML M		£1.40
KM TASTY WML M		£1.40
BREAD		£0.85
BREAD		£0.85
BREAD		£0.85
BREAD		£0.85
BREAD		£0.85
BREAD		£0.85
BREAD		£0.85
CHOC BUTTONS	*	£1.35
CHOCOLATE	*	£1.35
CHOCOLATE	*	£3.00
CHOC. ORANGE	*	£1.49
CHEWY SWEETS	*	£0.99
SWEETS	*	£1.15
SWEETS	*	£1.15
SWEETS	*	£1.25
SWEETS	*	£1.00
SWEETS	*	£1.00
PAPER PLATES	*	£1.25
CELEBRATIONS	*	£5.00

TOTAL	£50.19
MULTIBUY SAVINGS	
TOTAL SAVINGS	-1.30
CC Prosecco	-1.00
CC Sweets	-0.15
CC Sweets	-0.15
TOTAL TO PAY	48.89
CASH	£48.89
CHANGE DUE	£0.00

## CLUBCARD STATEMENT

Clubcard Number	*****7938
Qualifying Spend	48.89
Points this Visit	48
Points balance	2069

We are processing May Clubcard statement and your points balance is being reset. Any points collected from 04/05/23 onwards will be allocated to your next statement.

Get your statement by email, just login to Tesco.com/account and tick email in your preferences.



9740 1041 0505 2319 3874 1107 7279 94

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Visit www.tescoviews.com t's & c's apply

**TESCO**

TALBOT GREEN

any questions please visit  
www.tesco.com/store-locator

JELLY X6		£2.25
JELLY X6		£2.25
JELLY X6		£2.25
JELLY X6		£2.25
FIZZY DRINK	*	£7.50
FIZZY DRINK	*	£7.50
ADJUSTABLES	*	£1.00
ADJUSTABLES	*	£1.00
ADJUSTABLES	*	£1.00
SOFT DRINK	*	£7.50
FIZZY DRINK	*	£7.50
COKEZERO 330ML	*	£8.00
COKEZERO 330ML	*	£8.00
JELLY X6		
4 @	£2.25	£9.00

TOTAL	£67.00
MULTIBUY SAVINGS	
TOTAL SAVINGS	-10.00
CC DRINKS 2 FOR £12	-4.00
CC DRINKS 2 FOR £12	-3.00
CC DRINKS 2 FOR £12	-3.00
TOTAL TO PAY	57.00
CASH	£57.00
CHANGE DUE	£0.00

## CLUBCARD STATEMENT

Clubcard Number	*****8553
Qualifying Spend	57.00
Points this Visit	57
Points balance	2248

We are processing May Clubcard statement and your points balance is being reset. Any points collected from 04/05/23 onwards will be allocated to your next statement.

Get your statement by email, just login to Tesco.com/account and tick email in your preferences.



9740 1041 0405 2317 1064 3117 1279 93

A chance to win a £1000 Tesco gift card  
and collect 25 Clubcard points.  
Visit www.tescoviews.com t's & c's apply

4/05/23 17:13 2799 171 9171 6431





# 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	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	1 <sup>st</sup> Llanharan Rainbows <del>Guides</del>
<b>Registered Charity Number (if applicable)</b>	
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	MRS. CAROLINE PRICE
<b>Full Postal Address of Applicant:</b>	5 VALE VIEW, LLANHARAN, PONTYCLUN CF72 9QX
<b>Contact Telephone Number:</b>	Daytime: 01443 228760 Mobile: 07799230904
<b>Main Contact Email Address:</b>	cipricea@hotmail.co.uk
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>	
<b>If the answer is yes, please complete the box below:</b>	
<b>Date</b>	<b>Amount</b>
2020	£ 400 plus £250
14/8/2021	£ 400
25/7/2022	£ 400
	£
<b>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.</b>	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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

1<sup>st</sup> Llanharan Rainbow Guides welcomes girls between the ages of 5 to 7 yrs and introduces them to the principles of Girlguiding through storytelling, art and craft. Girls from all backgrounds, abilities and faiths have fun with various activities, building their self-esteem along the way. It gives the girls the opportunity to make new friends and at the same time learn how to care for their local community and for each other. The structured programme encourages the girls to work together, in small groups and as a whole unit.

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

We have at the moment 20 Rainbow Guides and four adult volunteers. Around 80% of the girls live locally at this time.

Are you a not for profit organisation?

Yes



No



How long has the organisation been established?

Sept. 1993



## 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 annual membership fee to Girlguiding UK is paid in February. This fee applies to all members — Rainbows and adult volunteers alike. Last year's fee was £47.50 per member; this year it was £54 per person. Most of the Grant money would be set aside to subsidise the cost to parents so soon after Christmas.

Part of the Grant would be used to cover the cost of planting flowers and bulbs around the War Memorial and Church Hall.

Part of the Grant would also be used to purchase badges and certificates.

How will the Grant Aid benefit the Community?

Girlguiding provides a safe space for the girls to meet. Our volunteers are regularly attending training courses on first aid, child protection and craft idea exchanges.

We have twice taken the Rainbows to the cinema ~~and~~ since December and to Cefn Mably Farm Park in March.

It is important to us that all the girls have the opportunity to take part in activities outside of our meeting place.

Please provide the dates you intend to start and finish the project.

Start Date: From this date

Completion Date: Continuous

**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?

£ 1242  
~~£ 400~~

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

£ 450  
~~£ 400~~

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

We claim Gift Aid on our weekly subs.  
We fund raise.

We received a donation from Warhamer Community Shop last year.

**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?

Yes ☒

No ☐

If yes, provide details.

We will continue to provide Girlguiding activities for the youngest members of the organisation.

### 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 Rainbows

**Account Number**

97916705

**Sort Code**

09 01 55



**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: *C.I. Price*

Date: *25/6/23*

**Please note that this form requires two signatures:**

Second Signature:

Position held in organisation:

Signed: *[Signature]*

Date: *25/6/23*

**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:	Caroline Price
Organisation:	1 <sup>st</sup> Llanharan Rainbows
Address:	c/o 5 Vale View, Llanharan. Pontyclun CF72 9QX
Telephone:	01443 228760
Email address:	c7price a) hotmail . co.uk
Website:	
Reason for previous application: (Project/activity name/details)	To help subsidise the cost of Girlguiding membership to our members. To help to fund the cost of flowers and bulbs for the War Memorial + church hall. Art and craft materials.
Amount received:	£400
Date received:	25/7/22



I was happy with the application process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	It has helped to make it possible to keep Girlguiding available to girls aged 5-7 yrs old in our 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 ☒

Return the completed form to:

**Clerk to the Council**  
**Llanharan Community Council**  
**2 Chapel Road**  
**Llanharan**  
**CF72 9QA**  
[clerk@llanharan-cc.gov.wales](mailto: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:	
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 ☐

*Return the completed form to:*

**Clerk to the Council**  
**Llanharan Community Council**  
**2 Chapel Road**  
**Llanharan**  
**CF72 9QA**  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
01443 231430





3<sup>rd</sup> Llanharan Rainbows Guides  
Statement of Accounts for year ending 31/12/22

Income

	£
Brought forward from 2021	1196.89
Subs	979.90
Capitation payments	320 -
Llanharan Community Council Grant	400 -
Garth Maelog Division repayment	350 -
Llanharan Community Shop donation	200 -
Transport - payment from Brynna unit	145 -
" " " " "	65 -
Cinema Trip payments	63 -
Payment for badges from Brynna unit	7 -
Car Boot Sale	30 -
	<hr/>
	£ 3756 - 79

Expenditure

	£
Capitation - Girlguiding	950 -
Badges, books and certificates	327.83
Transport for trips	450 -
Rent	185 -
Miscellaneous	111.25
Art and craft	94.63
Photocopying	31.70
Cinema tickets	72 -
Gifts	18.63
Refreshments	15.60
Friends of Gorwelion	25 -
Training	15 -
Royal British Legion poppy wreath	10 -
Postage and packing	2.64
	<hr/>
	£ 2309 - 28

3

Income

1912

Receipts from 1912

1912

Receipts from 1912

Receipts from 1912

Receipts from 1912

Receipts from 1912

Receipts from 1912

Receipts from 1912

Receipts from 1912

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Receipts from 1912

Receipts from 1912

Receipts from 1912

Receipts from 1912



£ Llanharan Rainbow Guides  
Year ending 31/12/22

Total Income	£ 3756.79
Total Expenditure	<u>£ 2309.28</u>
	<u>£ 1447.51</u>

Bank account	£ 1263.15
Cash in hand	<u>£ 184.36</u>
	<u>£ 1447.51</u>

Accounts prepared by Caroline Price  
Guider  
Signed :- C.I. Price

Accounts verified by JUNE WINDSOR.  
Signed :- June Windsor  
8/1/23





Capitation.



Payable invoice - Paid in Full  
on (08-03-2022)

**INVOICE 90610715/2022 1st Llanharan Rainbow Unit**

Number of volunteers to be paid for at this level:	4	
Number of girl members to be paid for at this level:	16	
Total members to be paid for at this level:	20	
Girlguiding:	£21.00	
Cymru Country/Region:	£18.00	
Central Glamorgan County:	£8.50	
Garth Maelwg Division:	£0.00	
Subscription to pay per head:	£47.50	
Total amount paid:	£950.00	2



1st Llanharan Rainbows — Total spent on flowers & bulbs  
for the War Memorial and church hall 2022 £ 54.64

Rainbows  
misc. **LIDL**  
Bridgend  
VAT NO. GB350396892

Beef Mince 20% 500g 1.89 A  
Burger Buns Natur 0.85 A  
Carrots 0.43 A  
Dianthus Pink Kisses 2 x £5.99 \* 11.98 B

TOTAL plants for war 15.15  
CARD memorial. 15.15

\*CUSTOMER COPY\* - PLEASE RETAIN RECEIPT  
Date: 07/06/22 Time: 15:23:05  
MID: \*\*\*76462 TID: \*\*\*\*  
TRNS NO: UK120305128154158221  
Debit Mastercard \*\*\*\*\*8261  
A0000000041010  
Contactless SALE  
Amount £15.15  
Verification Not Required  
APPROVED AUTH CODE 875809  
PLEASE DEBIT ACCOUNT WITH TOTAL SHOWN

VAT RATE	SALES £	VAT £
0 %	3.17	0.00
20 %	11.98	2.00

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to save on your next shop



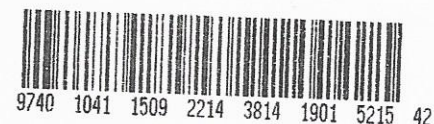
203  
Ente  
& yo  
12/11/2022 15:11 1042 001 0287  
Please retain for your records.

Transaction in accordance with notified  
terms and conditions.  
Shopping is now faster and easier  
than ever with the B&Q app.  
Search "B&Q" in the App Store and  
Google Play store today.  
\*\*\*\*\*  
\*\*\*\*\*

Debit Mastercard  
Number: 4254039772947370  
Auth Code: \*\*\*\*\*8261  
App Date: 21/001  
App Seq No: 01  
Merchant ID: A0000000041010  
Terminal ID: ##13214  
Permanent TID: ##5601  
Reference: 31677319  
0287 1042 104201

Card sale  
\*\*\*\*\*8261  
4254039772947370  
£16.50  
-£16.50  
TOTAL £10.50  
5 Item(s)  
3x PRIMROSE MIX 6 PACK £6.00  
5059340182247 £3.50  
2x VIOLA SPECIAL BUY 6 PACK £3.00  
360602393597

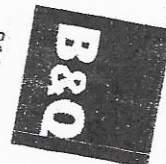
A chance to win a £1000 Tesco gift card  
and collect 25 Clubcard points.  
Visit [www.tescoviews.com](http://www.tescoviews.com) t's & c's appl:



9740 1041 1509 2214 3814 1901 5215 42

14:38 2154 015 3406 1419

B&Q  
Bridgend 1042  
Waterton Bridgend, Mid Glamorgan  
CF31 3TN  
01656 768611  
Email: [Bridgend.DutyManager@b-and-q.co.uk](mailto:Bridgend.DutyManager@b-and-q.co.uk)  
90 Days Returns Policy  
See Overleaf



plants for War Memorial

Rainbows  
Misc — built

**TESCO**  
extra

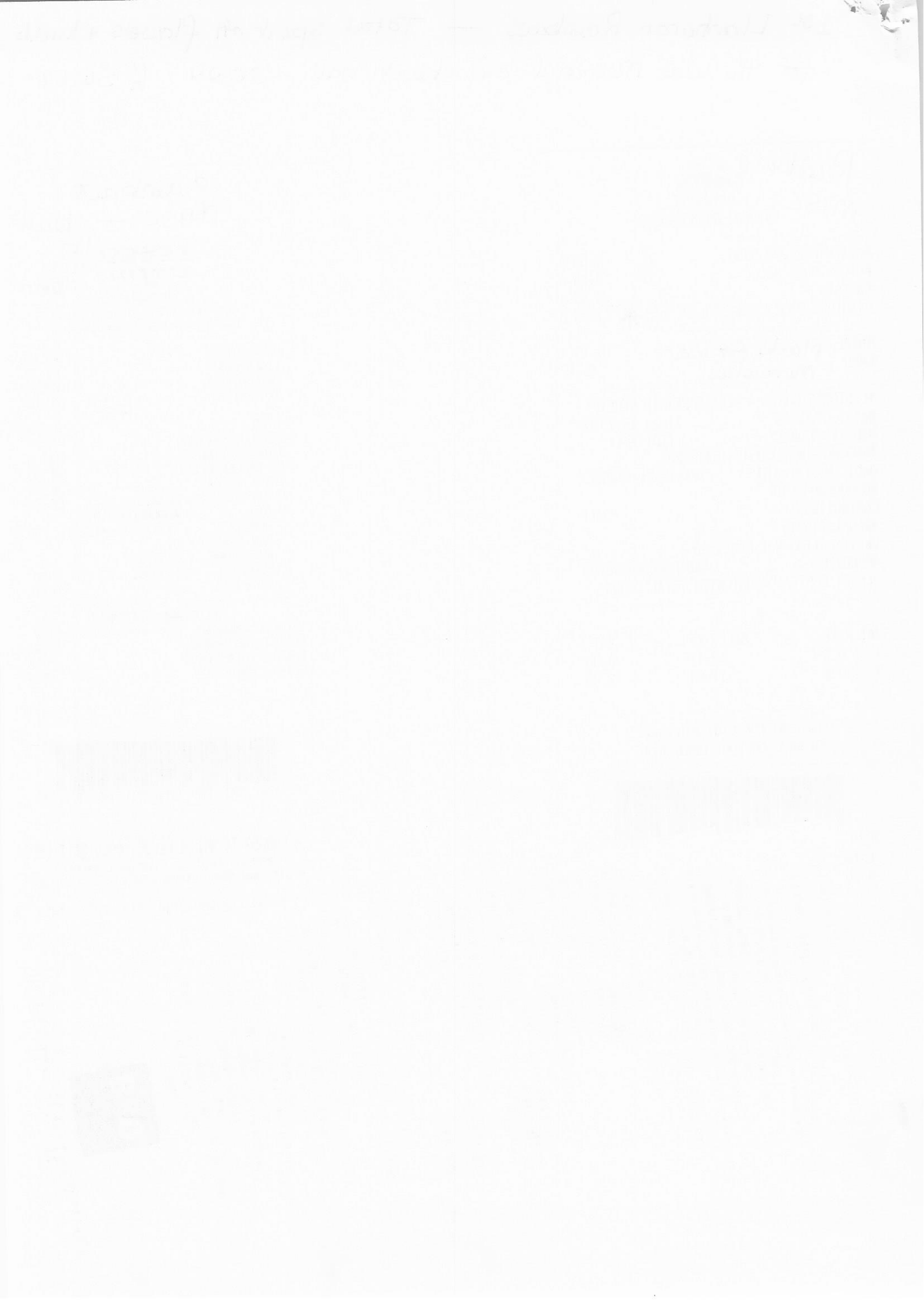
BRIDGEND 2  
any questions please visit  
[www.tesco.com/store-locator](http://www.tesco.com/store-locator)

DAFFODILS \* £3.00  
TIGER LOAF £1.25  
DAFFODILS \* £3.00  
BAGUETTES £0.59

TOTAL £7.84  
MULTIBUY SAVINGS  
TOTAL SAVINGS -1.00  
CC GARDEN PLANTS 2 F 45 -1.00  
TOTAL TO PAY 6.84  
Debit Mastercard SALE £6.84  
AID : A0000000041010  
NUMBER : \*\*\*\*\*8261 IC  
PAN SEQ NO : 01  
AUTH CODE : 225713  
MERCHANT : 1830461  
CHANGE DUE £0.00

CLUBCARD STATEMENT  
Clubcard Number \*\*\*\*\*5114  
Qualifying Spend 6.84  
Points this Visit 6  
Points balance 572





Rainbows  
misc.

R4

**TESCO**  
**Extra**

TALBOT GREEN  
any questions please visit  
www.tesco.com/store-locator

\* GROWBAG \* £4.00 \*

CHICKEN

REDUCED PRICE 1.65

STEAK MINCE

REDUCED PRICE 2.18

TOILET TISSU \* £5.50

TOTAL £13.33

Debit Mastercard SALE £13.33

AID : A0000000041010

NUMBER : \*\*\*\*\*8261 ICC

PAN SEQ NO : 01

AUTH CODE : 698617

MERCHANT : 86450871

CHANGE DUE £0.00

**CLUBCARD STATEMENT**

Clubcard Number \*\*\*\*\*5114

Qualifying Spend 13.33

Points this Visit 13

Points balance 535



9740 1041 2704 2217 4061 3101 9279 95

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27/04/22 17:41 2799 019 1080 6131

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2 @ 1.79

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2 @ 1.79

10PK SUMMER BEDDING 3.58

6PK PREMIUM BEDDING 2.99

GAL H/FEVER & ALLERGY 14S 0.79

TOTAL TO PAY 12.89

CARD TENDER 12.89

CHANGE DUE 0.00

VAT @ 0.00% Net 9.12 VAT 1.82

VAT @ 0.00% Net 1.95 VAT 0.00

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exchange, refund or warranty claim.  
TJ Morris Ltd www.tjmorris.co.uk  
VAT NUMBER: 320093700  
06/05/22 14:49 TILL7 CHRISTINA R 382341



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2 SOUTHALL STREET  
PONTYCLUN CF72 9QH  
Tel: 01443 224110  
www.mccolls.co.uk  
VAT No: 343 4753 55

27/05/22 10:34 A26936 TOT-722648  
REPRINT

40005402 C D M 110g £1.75

65000628 M Wild Rocket 7 1.10

62005701 M Beef Mince 5% 3.85

Price Override to 2.00

90014222 M Geranium Plan -1.85

3 @ 2.00 6.00

SUB-TOTAL 10.85

Promotion Discount:-

0852 MD Plants 20£3 -1.00

1186 M7 Conf XLINK £1 -0.75

1282 0321 ECR Save 50p -0.50

Total Discount -2.25

Total To Pay £8.60

Mastercard tendered £8.60

Change £0.00

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Tel: 01443 224110  
www.mccolls.co.uk  
VAT No: 343 4753 55

27/05/22 09:45 A08809 TOT-720576  
REPRINT

84002539 M Soft White Ro 0.69

Price Override to 0.20

90015890 M Summer Favour -0.69

2 @ 2.00 4.00

90014222 M Geranium Plan 4.00

2 @ 2.00

SUB-TOTAL 3 for £5 8.20

Promotion Discount:-

0852 MD Plants 20£3 -1.00

Total Discount -1.00

Total To Pay £7.20

Mastercard tendered £7.20

Change £0.00

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1ST LLANHARAN RAINBOWS  
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LLANHARAN PONTYCLUN, MID GLAM  
PONTYCLUN  
UNITED KINGDOM  
CF72 9QX



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33178 000297 0004 E 36900



## Your account summary for

### 25 April 2023 to 24 May 2023

Account name: 1ST LLANHARAN RAINBOWS  
Account number: 97916705 Sort Code: 090155  
BIC: ABBYGB2LXXX IBAN: GB78ABBY09015597916705  
Statement number: 005/2023

Page 1 of 3

Balance brought forward from 24th April statement	£517.00
Total credits:	£70.00
Total debits:	-£63.40
<b>Your balance at close of business 24 May 2023</b>	<b>£523.60</b>

Credit interest rate: No credit interest is paid on this account.

## News and information

### Changes to the terms of your account

From 31 July 2023, we're updating the General Terms and Conditions and Key Facts Documents for all our business current and savings accounts. These include some changes to when we may not make your payments and when we may block or close your account. We're also making the terms clearer and simpler to read.

### Beyond banking

Find out what extra support and services are available to you as a Business Banking customer, by visiting: [santander.co.uk/business/business-support](http://santander.co.uk/business/business-support)

### Fraud and scams

Getting to know the techniques that criminals use, can help protect yourself and your money. Find out more about these at [santander.co.uk/business](http://santander.co.uk/business) and then use the search option to find "Spotting fraud and scams".

Important information is continued on the reverse of this page.

Please retain statement for future reference. To query any item contact the office shown above. VAT Registration number 466 2647 24

Continued on reverse...







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](http://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	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	LLANHARN RFC MINI & JUNIOR SECTION
<b>Registered Charity Number (if applicable)</b>	Self funding volunteer run group
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	Gemma Jones
<b>Full Postal Address of Applicant:</b>	29 Tylacoch, Llanharry, CF72 9LR
<b>Contact Telephone Number:</b>	Daytime: Mobile: 0779305 4630
<b>Main Contact Email Address:</b>	<a href="mailto:Gemmaredbull@hotmail.com">Gemmaredbull@hotmail.com</a>
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
August 2021	£2000
April 2020	£479.52
	£
	£

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 See attached
---	------------------

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

The group aims are to provide a local and as professionally volunteer run rugby provision as possible for children between the ages of 4-16 from the Llanharan and the surrounding areas. This gives children the opportunity to experience and be involved in a healthy living choice of exercise and be part of a group. The group also aims to provide a place where volunteers can be part of something whilst learning and developing through many different volunteer roles such as team managers and coaches to name a few.

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

Last season we had over 200 children take part in these weekly activities and over 45 adult volunteers. This has more than doubled in the last 5 years.

Are you a not for profit organisation?

Yes

How long has the organization been established?

Llanharan RFC was established in 1898 however we do not have an exact date on the Mini & junior section but the current senior volunteers at the M& J Section have been working as a self funding group over the last 10-16 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 are asking for grant aid so that we can increase our offering to children across all age groups

Equipment – This is always a big expense and every year we need to make sure that we have equipment which includes rugby balls, cones, bibs and tackle bags and first aid supplies.

Tags –  $24.99 \times 4 = £99.96$

Balls –  $73.99 \times 4 = £295.96$

Bibs –  $17.50 \times 8 = £140.00$

This year we have a plan to offer VEO recording of our games for our junior teams so that coaches and players can analysis play and increase the players skills through analytics and to do this we have estimated that this project for the Juniors will cost approx. year 1 £2186 Of this amount we are asking for **£1286** from the grant programme. And we will self fund the rest.

Veo - £999

Tripod- £179

Travel case - £79

Triopod bag -£29

(Subcription - £900 – we will be funding this.)

.

Once the veo is purchased it will and can be used for many years.

### How will the Grand Aid benefit the Community?

The Grant Aid will be a big benefit to the community as it allows us to offer a fantastic and well run sporting set up within our community for the local families of Llanharan and surrounds and takes away some of the financial burdens. This journey starts at the Dairy Tots age 4.

Not only do we offer a sporting group to the whole community. We give many the opportunity to be part of something which offers them fun and a healthy exercise. We also give adults the opportunity to volunteer improving social skills and opportunities for the future.

The grant will aid the local community as we are up levelling our programme and offering so that we can encourage players and volunteers to stay and play at Llanharan and not look at joining other local teams in other areas.

Please provide the dates you intend to start and finish the project.

Start Date: August/September 2023

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?

Part 1

Equipment costs = £535.92

Anything over and above we will self fund.

Part 2

Estimated project for the Juniors will cost approx. year 1 £2186

Of this amount we are asking for **£1286** from the grant programme.

And we will self fund the rest.

**Total amount being applied for = £1821.92**



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

**Total amount being applied for = £1821.92**

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

The rest of the project will be self funded through fundraising, Christmas Panto event / Halloween disco and Christmas raffles etc. We have built a strong, safe and secure funding model at the section so that we can provide the excellent services and we have a long term financial approach.

**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?

Yes

If yes, provide details.

Every year we will run the M & J Section trying to improving and build our offering to the local community with a long term approach.

### 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 RFC Mini and Juniors

**Account Number**

53308669

**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.

Signed: 

Date: 12/07/23

**Please note that this form requires two signatures:**

Second Signature: Mark Anderson

Position held in organisation: M & J Coordinator

Signed: 

Date: 12 /07/23

**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:	Gemma Jones
Organisation:	Llanharan RFC Mini & Junior Section
Address:	29 tylacoch Llanharry RCT CF72 9LR
Telephone:	07793054630
Email address:	<a href="mailto:gemmaredbull@hotmail.com">gemmaredbull@hotmail.com</a>
Website:	
Reason for previous application: (Project/activity name/details)	Llanharan RFC M & J Section Equipment & Field Cost support
Amount received:	£2000
Date received:	August 2021



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?	A big difference as it has allowed us to improve of offering for the community and support over 200 children attending a healthy activity at as low cost as possible.

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**  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
01443 231430



## Appendix Two

### Llanharan Community Council Grant Spend Confirmation Form

*Required for grants of £500 or more*

Name:	Gemma Jones
Organisation:	LLanharan RFC M & J Section
Address:	29 Tylacoch Llanharry RCT CF72 9LR
Telephone:	07793-54630
Email address:	gemmaredbull@hotmail.com
Date & Amount granted:	August 2021 £2000
Specific reason for grant: What was the grant for:	Equipemnt Field cost Container improvement Bibs/Balls Tags
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 please see attached

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	Invoices and proof / attached
Did the donation achieve its aims in relation to making a difference to the Community?	From the M & J section yes A big difference as it has allowed us to improve of offering for the community and support over 200 children attending a healthy activity at as low cost as possible.

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**  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
01443 231430

## Narrative on Llanharan RFC Mini & Junior - Section set up

### Structure

Senior committee

Michelle Perkins – Treasurer

Gemma Jones – Secretary

Mark Anderson – M&J Co-Ordinator

Below this, each age group has a designated Team Manager and Coaching Structure, along with other volunteers who give their time to ensure the section runs smoothly.

Llanharan M&J is a free standing entity, with a completely separate management structure to the main club. We are affiliated to Llanharan RFC as we come under the umbrella of the WRU. We offer Rugby coaching and games for Children from 4-16. Currently we have over 200 children registered with us.

From a financial point of view we are a completely separate entity to Llanharan RFC with our own bank account and receive no funding from Llanharan RFC, and the only contribution they make to the section is the free use of the Dairy Field and clubhouse facilities (when available).

Everything we do is completely self funded through fund raising, and this covers all of our expenditure for equipment, pitch hire, coaching education, food and all other costs.

Nobody is paid for any of this work and it is ran entirely by un-paid volunteers.  
All moneys generated by the section are used for the benefit of the children.

# LLANHARAN MINI & JUNIORS RUGBY SECTION

Unaudited Financial Statements for Year ended 31st July 2022



# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Contents of the Financial Statements

Information	1
Committee Report	2
Accountants Report	3
Income Statement	4
Balance sheet	5

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Information

for the year from 01 August 21 to 31 July 22

Chairperson	Jones, Gemma
Treasurer	Perkins, Michelle
Committee Member	Anderson, Mark
Communication Address	27 Colliers Avenue Llanharan CF72 9UT
Registered Number	N/A - Unincorporated body

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Report

for the year from 01 August 21 to 31 July 22

The committee present their report and financial statements of the club for the year ended 31 July 2022

The committee members who served during the year were as follows:

*Gemma Jones*

*Mark Anderson*

*Michelle Perkins*

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Accountants Report

In order to assist you to fulfil your duties, we have prepared for your approval the financial statements of Llanharan Mini & Juniors Rugby Section for the year ended 31.07.22 which comprise the Income Statement and Balance Sheet prepared from your accounting records and from information and explanations you have given us.

This report is made solely to the committee of Llanharan Mini & Juniors Rugby Section in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Llanharan Mini & Juniors Rugby Section and state those matters that we have agreed to state to the committee of Llanharan Mini & Juniors Rugby Section in this report.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the committee for our work or for this report.

It is your duty to ensure that Llanharan Mini & Juniors Rugby Section has kept adequate accounting records and to prepare financial statements that give a true and fair view of the assets, liabilities, financial position, and profit of Llanharan Mini & Juniors Rugby Section Limited.

We have not been instructed to carry out an audit or a review of the financial statements of Llanharan Mini & Juniors Rugby Section. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have provided to us and we do not, therefore, express any opinion on the statutory financial statements.

Tungsten Corporate Solutions Limited  
Cardiff Arms Park  
Westgate Street  
Cardiff  
CF10 1JA

Date : 31.10.22

# LLANHARAN MINI & JUNIORS RUGBY SECTION

Income Statement  
for the year from 01 August 21 to 31 July 22

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	14,132	3,472
Cost of Sales	14,524	1,743
<b>Gross Profit</b>	<b>(391)</b>	<b>1,730</b>
Administrative Expenses	370	0
<b>Operating Profit</b>	<b>(761)</b>	<b>1,730</b>



# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Statement of Financial Position

31-Jul-22

	31 Jul 2022		31 Jul 2021	
	£	£	£	£
<b>Current Assets</b>				
Cash at bank and in hand	14,336		11,677	
	<u>14,336</u>		<u>11,677</u>	
Creditors falling due within one year	(7,063)		(3,642)	
<b>Net Current Assets (Liabilities)</b>		<u>7,273</u>		<u>8,034</u>
<b>Total Assets less Current Liabilities</b>		<b>7,273</b>		<b>8,034</b>
<b>Net Assets</b>		<b>7,273</b>		<b>8,034</b>
Current Year Earnings		(761)		1,730
Retained Earnings		<u>8,034</u>		<u>6,305</u>
		<b>7,273</b>		<b>8,034</b>

Approved by the committee on 31st October 2022

# LLANHARAN MINI & JUNIORS RUGBY SECTION

Unaudited Financial Statements for Year ended 31st July 2023

***DRAFT @ 10.07.23 to be finalised***

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Contents of the Financial Statements

Information	1
Committee Report	2
Accountants Report	3
Income Statement	4
Balance sheet	5

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Information

for the year from 01 August 22 to 31 July 23

Chairperson	Jones, Gemma
Treasurer	Perkins, Michelle
Committee Member	Anderson, Mark
Communication Address	27 Colliers Avenue Llanharan CF72 9UT
Registered Number	N/A - Unincorporated body

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Report

for the period 01 August 22 to 31 July 23

The committee present their report and financial statements of the club for the year ended 31 July 2023

The committee members who served during the year were as follows:

*Gemma Jones*

*Mark Anderson*

*Michelle Perkins*



# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Accountants Report

In order to assist you to fulfil your duties, we have prepared for your approval the financial statements of Llanharan Mini & Juniors Rugby Section for the year ended 31.07.23 which comprise the Income Statement and Balance Sheet prepared from your accounting records and from information and explanations you have given us.

This report is made solely to the committee of Llanharan Mini & Juniors Rugby Section in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Llanharan Mini & Juniors Rugby Section and state those matters that we have agreed to state to the committee of Llanharan Mini & Juniors Rugby Section in this report.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the committee for our work or for this report.

It is your duty to ensure that Llanharan Mini & Juniors Rugby Section has kept adequate accounting records and to prepare financial statements that give a true and fair view of the assets, liabilities, financial position, and profit of Llanharan Mini & Juniors Rugby Section Limited.

We have not been instructed to carry out an audit or a review of the financial statements of Llanharan Mini & Juniors Rugby Section. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have provided to us and we do not, therefore, express any opinion on the statutory financial statements.

Tungsten Corporate Solutions Limited  
Cardiff Arms Park  
Westgate Street  
Cardiff  
CF10 1JA

Date :

# LLANHARAN MINI & JUNIORS RUGBY SECTION

Income Statement  
for the year from 01 August 22 to 31 July 23

	Draft to date (10.07.23)	
	2023	2022
	£	£
Turnover	9,793	14,132
Cost of Sales	12,113	14,524
Gross Profit	<hr/> (2,320)	<hr/> (391)
Administrative Expenses	440	370
Operating Profit	<hr/> (2,760)	<hr/> (761)

***DRAFT @ 10.07.23 to be finalised***

# LLANHARAN MINI & JUNIORS RUGBY SECTION

## Statement of Financial Position

31-Jul-23

*Draft to date 10.07.23*

	31-Jul-23		31-Jul-22	
	£	£	£	£
<b>Current Assets</b>				
Cash at bank and in hand	10,376		14,336	
	<u>10,376</u>		<u>14,336</u>	
Creditors falling due within one year	(5,863)		(7,063)	
<b>Net Current Assets (Liabilities)</b>		<u>4,513</u>		<u>7,273</u>
<b>Total Assets less Current Liabilities</b>		<b>4,513</b>		<b>7,273</b>
<b>Net Assets</b>		<b>4,513</b>		<b>7,273</b>
Current Year Earnings		(2,760)		(761)
Retained Earnings		<u>7,273</u>		<u>8,034</u>
		<b>4,513</b>		<b>7,273</b>

Approved by the committee on .....

*DRAFT @ 10.07.23 to be finalised*

## INVOICES/ Receipts from Grant 2021

Total - £176.15

Equipment

Items Ordered		Price
1 of: Koolpak Sports Team First Aid Kit Sold by: Amazon EU S.a.r.l. Condition: New		£27.99
4 of: xurttuo Soccer Disc Cones, 50 Pcs Sets Football Cones Sport Agility Safety Football Training Cones Set Perfect for Kid, Field Space Marker with Plastic Sold by: Xurttuo (seller: a0288a) Condition: New		£14.99
3 of: Ram Rugby Tag Belts - Set of 10 Belts & 20 Tags - Available in 6 Colours - 2 Sizes (Blue, Small) Sold by: Ram Sports (seller: a0288a) Condition: New		£29.40
<b>Shipping Address:</b> Mark Anderson 29 TYLA COCH LLANHARRY PONTYCLUN, M Glam CF72 9LR United Kingdom		
<b>Shipping Speed:</b> Premium Delivery		
Payment information		
<b>Payment Method:</b> MasterCard/EuroCard   Last digits: 6646		Item(s) Subtotal: £146.78
<b>Invoice Address:</b> Mark Anderson 29 TYLA COCH LLANHARRY PONTYCLUN, M Glam CF72 9LR United Kingdom		Postage & Packing: £0.00
		Total Before VAT: £146.78
		VAT: £29.37
		Total: £176.15
		<b>Grand Total: £176.15</b>

Total - £284.97

Equipment

Order Total: £284.97	
Not Yet Dispatched	
Items Ordered	
3 of: Big Game Hunters 10 x Rhino Cyclone Training Rugby Balls And Bag (Size 3) Sold by: BigGameHunters (seller: a0288a) Condition: New	Price £94.99
<b>Shipping Address:</b> Mark Anderson 29 TYLA COCH LLANHARRY PONTYCLUN, M Glam CF72 9LR United Kingdom	
<b>Shipping Speed:</b> Standard Delivery	
Payment information	
<b>Payment Method:</b> MasterCard/EuroCard   Last digits: 6646	
<b>Invoice Address:</b> Mark Anderson 29 TYLA COCH LLANHARRY PONTYCLUN, M Glam CF72 9LR United Kingdom	
	Item(s) Subtotal: £237.48
	Postage & Packing: £0.00
	Total Before VAT: £237.48
	VAT: £47.49
	Total: £284.97
	<b>Grand Total: £284.97</b>

Total £34.95

Equipment

uk

Details for Order #202-1811845-5960323  
Print this page for your records.

Order Placed: 26 July 2022  
Amazon.co.uk order number: 202-1811845-5960323  
Order Total: £34.95

Preparing for Dispatch	
<b>Items Ordered</b> 1 of: Ram Rugby Tag Belts - Set of 10 Belts & 20 Tags - Available in 6 Colours - 2 Sizes (Blue, Small) <small>Sold by: Ram Rugby (uk.co.uk)</small> <small>Condition: New</small>	<b>Price</b> £29.00
<b>Shipping Address:</b> Mark Anderson 29 TYLA COCH LUNPAREY PONTYCLUN, W Glam CF72 9LR United Kingdom	
<b>Shipping Speed:</b> Standard Delivery	
Payment information	
<b>Payment Method:</b> MasterCard/VISA/Amex   Last digits: 6646	Item(s) Subtotal: £29.00 Postage & Packing: £5.79
<b>Invoice Address:</b> Mark Anderson 29 TYLA COCH LUNPAREY PONTYCLUN, W Glam CF72 9LR United Kingdom	Total Before VAT: £29.00 VAT: £5.95 Total: £34.95 <b>Grand Total: £34.95</b>

To view the status of your order, return to Order Subtotals  
Please note: this is not a VAT invoice.

Total = £13.99

Equipment

amazon.co.uk

Final Details for Order #202-7913558-7152318  
Print this page for your records.

Order Placed: 26 July 2022  
Amazon.co.uk order number: 202-7913558-7152318  
Order Total: £13.99

Dispatched on 27 July 2022	
<b>Items Ordered</b> 1 of: HICORET Bike Floor Pump Bicycle Tire Pump Ball Air Pump for Presta and Schrader Valve with Wooden Handle <small>Sold by: HICORET (uk.co.uk)</small> <small>Condition: New</small>	<b>Price</b> £13.99
<b>Shipping Address:</b> Mark Anderson 29 TYLA COCH LUNPAREY PONTYCLUN, W Glam CF72 9LR United Kingdom	
<b>Shipping Speed:</b> Premium Delivery	
Payment information	
<b>Payment Method:</b> MasterCard/VISA/Amex   Last digits: 6646	Item(s) Subtotal: £13.99 Postage & Packing: £0.00
<b>Invoice Address:</b> Mark Anderson 29 TYLA COCH LUNPAREY PONTYCLUN, W Glam CF72 9LR United Kingdom	Total Before VAT: £13.99 VAT: £0.00 Total: £13.99 <b>Grand Total: £13.99</b>

To view the status of your order, return to Order Subtotals  
Please note: this is not a VAT invoice.

© 2022 Amazon.com, Inc. or its affiliates

Total - £61.10

Equipment

Order Placed: 26 July 2022  
Amazon.co.uk order number: 202-8204721-8345968  
Order Total: £61.10

PRINT THIS ORDER FOR YOUR RECORD

Preparing for Dispatch	
<b>Items Ordered</b> 1 of: PROSPOR Training Bibs Sports Mesh Bibs Football Soccer Rugby Sports Bibs 16 Colours, Youth (Small to Medium Men's), Scarlet <small>Sold by: Vire Source (asbl.asbl)</small> Condition: New 1 of: PROSPOR 10 x Training Bibs Sports Mesh Bibs Football Soccer Rugby Sports Bibs 16 Colours & 4 Sizes <small>Sold by: Vire Source (asbl.asbl)</small> Condition: New 1 of: PROSPOR 10 x Training Bibs Sports Mesh Bibs Football Soccer Rugby Sports Bibs 16 Colours & 4 Sizes <small>Sold by: Vire Source (asbl.asbl)</small> Condition: New 1 of: PROSPOR 10 x Training Bibs Sports Mesh Bibs Football Soccer Rugby Sports Bibs 16 Colours & 4 Sizes <small>Sold by: Vire Source (asbl.asbl)</small> Condition: New	Price £12.99 £13.90 £12.80 £13.90
<b>Shipping Address:</b> Mark Anderson 29 TYLA COCH LLANBERRY PONTYCLUN, M Glam CF72 9LR United Kingdom	
<b>Shipping Speed:</b> Standard Delivery	
Payment information	
<b>Payment Method:</b> MasterCard/VisaCard 1 Last digits: 6646 <b>Invoice Address:</b> Mark Anderson 29 TYLA COCH LLANBERRY PONTYCLUN, M Glam CF72 9LR United Kingdom	Item(s) Subtotal: £40.44 Postage & Packing: £4.28 Total before VAT: £44.72 VAT: £10.83 Total: £55.55 Grand Total: £61.10

Number 6


Total - £246.55

Equipment

Delivery address:

Mark Anderson  
29 Tyla Coch  
Llanberrry  
PONTYCLUN  
CF72 9LR  
United Kingdom

Delivered By:



Standard Delivery

2-3 Working Days

PAYMENT METHOD

\*\*\*\* \* 6646

ORDER SUMMARY

Goods Total:

£201.33

Delivery:

£4.12

VAT (20%):

£41.09

Total:

£246.55

Items

Price

4 x IT057875 Ziland Sports Marker Cone Set (20% VAT)

£12.95

2 x IT032149 Centurion Rucking Shield (20% VAT)

£49.95

2 x IT032148 Centurion Rucking Shield (20% VAT)

£44.95

VIEW ORDERS

RETURN ITEM

Sup



Racking Part 1

£195



[Find a store](#)

Customer Services

**0333 014 3357**

[Shop](#)

[Ideas & Advice](#)

[Clearance](#)

[My Account](#)

## Collection advice

Dear Gemma

Thanks for placing an order with B&Q.

### Order details

Order number: 1025812818

Customer number: 0087053676

Order date: 16/06/2022

Installation order: No

PO / Job  
Reference: N/A

### Payment method



MASTERCARD

Card ending: 6646

End Date: 10/2023

Paid: £195.00

### Payment details

Subtotal: £195.00

Reductions : £0.00

Delivery: £0.00

**Total paid: £195.00**

Tax : £32.50

Amount paid to date: £195.00

Outstanding balance: £0.00

This is not a VAT invoice - prices include VAT at the appropriate rate.



**Click + Collect - B&Q Bridgend - Royal London Park**

**Store address**

B&Q Bridgend  
Royal London Park  
Waterton retail park.  
Bridgend  
Bridgend  
CF31 3TN

The Click + Collect items that you have collected are detailed below

**Phone**

01656 768611

[View store details](#)



EAN / Shortcode	Description	Quantity
3663602991533	Form Links 5 shelf Polypropylene Shelving unit (H)1820mm (W)900mm	3

[Take our survey](#)

Please help us to improve our service to you. We very much value your opinions and would like your views. It will only take a few minutes of your time.

By completing this survey you will also have the chance to win a £250 B&Q voucher, simply fill out your details at the end of the survey to enter.

All the data collected from this survey is stored anonymously on a secure server and is covered by the [B&Q](#) and [Kingfisher PLC](#) privacy policies. We may append additional data that we already know about you onto our survey responses to help us perform analysis. This will ONLY be used for market research and analysis purposes. Please be assured we will NEVER pass your data on to any third party or use it for any other purpose.

Find FAQs at [www.diy.com](http://www.diy.com)

Returns info at [www.diy.com](http://www.diy.com)

B&Q Limited, B&Q House, Chestnut Avenue, Chandler's Ford, Eastleigh SO53 3LE

Registered in England no. 973387. VAT number: 232555575


Racking part 2

£140.00

**Home delivery - Items sold by B&Q**
2 items

**Delivering on Mon 1st Aug**

Choose an available delivery date convenient for you. Please select a delivery date at checkout. Item delivered to doorstep only. You will receive a text message the evening before to confirm your 2 hour delivery window. Please provide a mobile number for delivery updates.

- 

2 x Form Links 5 shelf Polypropylene  
Shelving unit (H)1820mm (W)900mm

£140

**Total**

Basket subtotal	£140.00
Standard delivery	Free
<b>Total cost</b>	<b>£140.00</b>



# LLANHARAN RUGBY FOOTBALL CLUB

Founded 1891

Clubhouse: Bridgend Road, Llanharan CF72 9RD, Tel: 01443 222209, [www.llanharanrfc.co.uk](http://www.llanharanrfc.co.uk)

Colours: Black & Blue

Confirmation of monies received and paid for Field Hire Costs  
Rugby Season 2021-2022

ITEM DESCRIPTION	UNIT COST	No UNITS			TOTAL COST
Field Hire Cost Received 15 <sup>th</sup> September 2021	350				350
Field Hire Cost Received 17 <sup>th</sup> May 2022	500				500
Paid by cheque					

Amount Received: £ 850

**Payment Terms: (Bank Transfer or Cheque ) Account name – Llanharan RFC**

Bank Sort Code: 400809

Account No: 41769006

Mini & Junior Club Secretary

Llanharan RFC- VOLUNTEER

07793054630

Email: [Gemmaredbull@hotmail.com](mailto:Gemmaredbull@hotmail.com)

Members of:

Welsh Rugby Union, Glamorgan County RFC, Mid Glamorgan District Union and Bridgend & Dist Youth Union



## **Appendix 4**

### **Recommendations of Internal Audit 2023/23**

Note: Recommendations should be read with reference to the audit report as the narrative gives extra detail and context on some of the recommendations.

Summary of audit recommendations only given below along with RFO Recommendations in Red

**R1 – For the Chair to sign each payment schedule after approval.**

In order to avoid unnecessary extra administration and paper filing, to consider the fact that the Chair signs the minutes of the meeting, and the minutes already explicitly record that the payment schedule presented to that meeting has been approved by council to be considered a sufficient audit trail.

**R2 – For the RFO to ensure that Financial Regulation 2.2 is complied with and for quarterly reports to be submitted to Council.**

Implement.

**R3 – For Council to consider setting up another bank account strictly for the purpose of the Foodbank, this will assist with ease of reconciliation.**

This course of action was considered previously and on balance, rejected. There is no discernible benefit to the Council and would incur a cost.

**R4 - On an annual basis all Direct Debits should be reported to Council for approval with variable amounts being reported at the end of each financial year.**

Implement.

**R5 – The RFO should prepare a schedule of all transfers between the Council's bank accounts and present to the next available Council meeting for retrospective approval.**

Transfers between accounts are a routine matter of the Council's financial administration. In order to demonstrate the principle of the transfers, a one off report to be put together to demonstrate transfers between accounts. This could take the form of simply publishing extracts of the Council's account statements with staff payments retracted.

**R6 – For Council to review its current grant application process with grants being considered on a minimum of twice a year.**

This policy is already in place. However in 2022/23 only 1 specific audit committee meeting to consider grants was held. Other grant requests were submitted on an ad-hoc basis.

The requirements of this recommendation are satisfied by earmarking the July and January meetings of audit and subsequent Full council meetings to consider grants.

**R7 – For the grant application form to ask applicants if they are a registered charity and if they are they need to provide the charity number.**

Implement.

**R8 – For a grant/financial assistance policy to be implemented. An example of a grants policy can be found here Grants – Towyn Kinmel Bay Town Council ([towynkinmelbay-tc.gov.uk](http://towynkinmelbay-tc.gov.uk)) instead of being contained within the application, the Council should have an internal policy which will assist with the awarding of grants.**

Implement.

The Council already has a grants policy which is contained within the application form itself. However this can also be captured in a specific grant policy document to satisfy this recommendation.

**R9 – For all grants regardless of size or if they have their own budget heading to be subject to the same application process.**

Implement.

This recommendation would apply to the LCDP grant and the Brynna Woods grant. These organisations would need to submit an application using the

standard form and process. Also more specific information on how the money would be spent would be required, plus specific evidence of the use of the grant from the previous year, including the production of invoices or other information to evidence exactly how the money was spent. This would need to be communicated to these organisations in advance.

**R10 – When Cllrs declare an interest, this should be recorded in the minutes, the basis on which the interest was declared – Personal or prejudicial, whether the Cllr left the meeting or not and if the Cllr participated in the vote or not.**

The minutes already record when a councillor declares an interest, the basis on which the interest was declared (ie personal or prejudicial) and if the Councillor in question left the meeting.

The Clerk contends that there is no basis to record whether the Councillor participated in the vote or not unless they specifically request this to be recorded in the minutes. Either they declare a prejudicial interest and leave the meeting, and therefore cannot participate in the debate or vote, or they do not declare the interest and remain.

There are no circumstance in the Code of Conduct where a councillor may declare a prejudicial interest and participate in the debate but not the vote.

Where a Councillor declares a personal interest they may both participate in the debate AND the vote.

The Clerk suggests that they only record in the minutes where a Councillor remains in the meeting and does not participate in the vote where they specifically request that this be noted in the minutes.

**R11 – The reference number and the total amount of payments should be recorded in the minutes to ensure a clear audit trail. The Chair should sign the schedule as agreed, at the meeting.**

Implement.

In effect this means simply mentioning the appendix number explicitly in the minutes.

**R12 – For the Financial Risk Assessment to be completed and presented to Full Council for ratification at the earliest opportunity. An example of a Financial Risk Assessment can be found here Newtown Council - Risk**

**Assessment 2022-23 Approved 23 May'22.pdf - All Documents  
(sharepoint.com)**

**Implement.**

**R13 – For Council to ensure that all Councillor Allowances are processed through the Councils payroll.**

**Implement.**

**R14 – For Council to contract HMRC with regards to the employment allowance and seek guidance on their next steps.**

**Implement**

**R15 – For a review and stock take of items included the fixed asset register to be undertaken.**

**Implement.**

**This is already done but the process could be improved with a more formal process carried out.**

**R16 – For a fixed asset management policy to be introduced which defines the amount that items will be added to the fixed asset register, this should be a minimum of £500.00.**

**Implement.**

**R17 – For a new fixed asset register to be created which contains all the information required as stipulated in Governance and Accountability A Practitioners Guide Wales 2019.pdf (onevoicewales.org.uk).**

**Implement.**

**R18 – For the Fidelity cover to be increased to cover the year end bank balances**

For the Clerk to obtain quotations from our insurer. The Council will then need to make a judgement on the cost of cover versus the risks.