



## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE MINUTES**

**Minutes** of the **Audit Committee** meeting held by video link at 7pm on 24<sup>th</sup> October 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

**Deputy Clerk/RFO:** Lisa Phillips

**Apologies:** None.

**Absent:** None.

#### **A2023/015 Welcome and apologies for absence**

The Chair welcomed members.

#### **A2023/016 Disclosures of personal and/or prejudicial interests**

Cllr Robert Lewis Watkin declared a personal and prejudicial interest with regards to agenda items 14 and 15 (Minute ref 2023/028 and 2023/029).

#### **A2023/017 Note that Audit meeting scheduled for 17<sup>th</sup> October 2023 was inquorate.**

Noted.

#### **A2023/018 Minutes of meeting held 19<sup>th</sup> July 2023**

##### **RESOLVED**

To approve the minutes of the meeting held on 19<sup>th</sup> July 2023 as a true and accurate record of proceedings.

#### **A2023/019 Matters arising**

None.



#### **A2023/020 2023/020 Public speaking**

None

#### **A2023/021 Bank reconciliations for Quarter 2, 2023**

##### **RECOMMENDED**

To approve the bank reconciliations for Quarter 2, 2023.

#### **A2023/022 List of scheduled and regular routine payments**

##### **RECOMMENDED**

To authorise the RFO to make the regular and routine payments listed in the schedule provided without further recourse to Council until the next Annual Meeting, and to set up direct debits for those payments indicated.

#### **A2023/023 Year to date spend v budget and to approve virements from general reserves.**

##### **RECOMMENDED**

Year to date spend v budget noted. Virements from general reserves presented in the schedule presented approved.

#### **A2023/024 Draft revised financial regulations, version 4.**

##### **RECOMMENDED**

To approve the draft revised financial regulations, version 4 on the following basis:

- a) That for clause 2.1, the red text be adopted as the final wording of the clause. That is, *On a regular basis, at least once in each quarter, and at each financial year end, the Audit Committee shall be presented with bank reconciliations for all accounts produced by the RFO. The RFO will highlight any unreconciled items or other anomalies. The Committee shall, by resolution approve the reconciliations as evidence of verification. This activity shall*
- b) That for clause 11.3 e) the values in green text be adopted as the final wording of the clause. That is,
  - i. **is £45,000** or greater, a formal tendering process must be followed as set out in *Regulation 12*
  - ii. is less than **£45,000** and greater than **£1,500** the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.



- iii. is below **£1,500** and above **£250** the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.
- iv. otherwise, *Regulation 10.3* shall apply.

**A2023/025 Internal auditor for financial year 2023/24**

***RECOMMENDED***

To appoint KLG Services as the internal auditor for 2023/24 and to schedule an internal audit for June 2024. <sup>i</sup>

**A2023/026 General grant application from Llanharan Primary School**

***RECOMMENDED***

To grant Llanharan Primary School £160 for the purpose of providing transport to St Peter's Church, Brynna for year 6 to attend their Christmas Experience. <sup>ii</sup>

**A2023/027 General grant application from Mid Glamorgan mixed choir**

***RECOMMENDED***

To grant the Mid Glamorgan mixed choir £150 for a contribution towards the renting of Llanharan Minder's Welfare Hall. <sup>iii</sup>

Cllr Robert Lewis-Watkin left the meeting having declared a personal and prejudicial interest in the following item of business.

**A2023/028 General grant application from Brynna Football club (Senior section)**

***RECOMMENDED***

To grant Brynna Football Club (Senior section) £1,000 towards the general running costs of the club. i.e. New kit, new balls, first aid etc... <sup>iv</sup>

Cllr Robert Lewis-Watkin returned to the meeting following completion of business regarding the preceding agenda item.

**A2023/029 General grant application from Brynna Football club (Junior section)**

The application was withdrawn.



**A2023/030 Urgent information or items suggested for a future agenda  
RESOLVED**

To request that a future agenda consider appointing an auditor for 2024/25 financial year and the dates of both an interim and full internal audit be set.

**RESOLVED**

To request that a future agenda consider a range of options regarding the application process for large grants which are included in the Council's budget as separate budget lines. Currently LCDP and Wildlife Trust of South and West Wales.

There being no further business the meeting closed at 7.50pm

The next scheduled meeting of the Audit Committee will be held on 16th January 2024

**Cllr. David Evans**

**Chair of the Audit Committee**

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<sup>i</sup> LGA 1972 s.111 (Ancillary power)

<sup>ii</sup> LGA 1972 s.137 (Discretionary power)

<sup>iii</sup> LGA 1972 s.137 (Discretionary power)

<sup>iv</sup> LG (MP)A 1976 s.19(3) Recreational facilities



## **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

Date: 09/08/2023

Llanharan Community Council

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Time: 12:55




































**Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 1 - Current and Premium Bank A/c**

User: OFFICE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/07/2023		442.51
Businesss Premium A/c	31/07/2023		181,928.73
			0.00
			<u>182,371.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			182,371.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			182,371.24
		<b>Balance per Cash Book is :-</b>	<b>182,371.24</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 12:56

## Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/07/2023	BACS	875.00		875.00		R 	JB Director's Trust
04/07/2023	PB card	305.55		305.55		R 	Barclaycard
05/07/2023	DIRECT	16.37		16.37		R 	Barclays Bank
05/07/2023	BACS	150.00		150.00		R 	Combined Playground Services
05/07/2023	BACS	500.00		500.00		R 	Ben Millard
05/07/2023	Loyalty		2.52	2.52		R 	Receipt(s) Banked
06/07/2023	GH WFARM		2,000.00	2,000.00		R 	Receipt(s) Banked
06/07/2023	JT Wfarm		1,000.00	1,000.00		R 	Receipt(s) Banked
10/07/2023	BACS	4.64		4.64		R 	SSE Electric
10/07/2023	BACS	8.95		8.95		R 	SSE Electric
10/07/2023	BACS	28.88		28.88		R 	Tesco Mobile phones x 3
10/07/2023	26BR Allot		13.00	13.00		R 	Receipt(s) Banked
10/07/2023	BR36 July2		13.00	13.00		R 	Receipt(s) Banked
10/07/2023	Allot bond		26.00	26.00		R 	Receipt(s) Banked
10/07/2023	Allot bond		26.00	26.00		R 	Receipt(s) Banked
12/07/2023	31BR Allot		13.00	13.00		R 	Receipt(s) Banked
12/07/2023	Allot bond		26.00	26.00		R 	Receipt(s) Banked
14/07/2023	23 BR		13.00	13.00		R 	Receipt(s) Banked
17/07/2023	DDR	500.58		500.58		R 	ARVAL
17/07/2023	Interlink		1,000.00	1,000.00		R 	Receipt(s) Banked
19/07/2023	BACS	192.00		192.00		R 	Bryнна Cleaning
19/07/2023	BACS	17.00		17.00		R 	RCT
19/07/2023	10 Pendre		13.00	13.00		R 	Receipt(s) Banked
21/07/2023	VAT Q1 23		4,925.92	4,925.92		R 	Receipt(s) Banked
24/07/2023	BACS	1,821.92		1,821.92		R 	Llanharan RFC Mini & Juniors
24/07/2023	BACS	750.00		750.00		R 	Llanharan Horticultural Societ
24/07/2023	BACS	640.00		640.00		R 	Ynysmaerdy Welfare Centre
24/07/2023	BACS	450.00		450.00		R 	1st Llanharan Guides
26/07/2023	BACS	65.00		65.00		R 	FareShare Cymru
27/07/2023	Bcard July	467.34		467.34		R 	Barclaycard
28/07/2023	BACS	1,635.46		1,635.46		R 	RCT Pension Payment
28/07/2023	BACS	5,174.23		5,174.23		R 	STAFF SALARIES
31/07/2023	DDR	57.49		57.49		R 	SSE Electric
31/07/2023	BACS	240.00		240.00		R 	K Lee Wah
31/07/2023	BACS	60.00		60.00		R 	Llanharan OAP Association
		<u>13,960.41</u>	<u>9,071.44</u>				

Date: 18/09/2023

Llanharan Community Council

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Time: 10:43





























Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 1 - Current and Premium Bank A/c

User: OFFICE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/08/2023		500.00
Businesss Premium A/c	31/08/2023		450,345.32
			0.00
			<u>450,845.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			450,845.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			450,845.32
		Balance per Cash Book is :-	450,845.32
		Difference is :-	0.00

Time: 10:43

## Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/08/2023	BACS	9,573.93		9,573.93		R 	Llanharan Rec Ground Trust
04/08/2023	DIRECT	15.27		15.27		R 	Barclays Bank
04/08/2023	13jun12Jul		2.19	2.19		R 	Receipt(s) Banked
04/08/2023	Pantry		533.02	533.02		R 	Receipt(s) Banked
08/08/2023	DDR	28.88		28.88		R 	Tesco Mobile phones x 3
09/08/2023	BACS	2,405.03		2,405.03		R 	HMRC NI & Tax
09/08/2023	BACS	8.67		8.67		R 	SSE Electric
09/08/2023	BACS	4.64		4.64		R 	SSE Electric
09/08/2023	BACS	3,338.64		3,338.64		R 	Greenbarnes Ltd
09/08/2023	BACS	340.00		340.00		R 	IT Repairs Ltd
09/08/2023	BACS	576.00		576.00		R 	Morgan Environmental
11/08/2023	BACS	7.79		7.79		R 	LH
11/08/2023	BACS	19.48		19.48		R 	LH
15/08/2023	DDR	500.58		500.58		R 	ARVAL
17/08/2023	RCT		1,000.00	1,000.00		R 	Receipt(s) Banked
18/08/2023	Pantry		175.46	175.46		R 	Receipt(s) Banked
22/08/2023	BACS	220.00		220.00		R 	Les Kirk Clocks
22/08/2023	BACS	880.00		880.00		R 	Les Kirk Clocks
22/08/2023	BACS	220.00		220.00		R 	Les Kirk Clocks
22/08/2023	BACS	1,239.01		1,239.01		R 	SSE Electric
23/08/2023	BACS	1,656.45		1,656.45		R 	RCT Pension Payment
25/08/2023	BACS	5,113.19		5,113.19		R 	STAFF SALARIES
25/08/2023	BACS	1,788.18		1,788.18		R 	Celtic Doors Ltd
25/08/2023	BACS	1,735.44		1,735.44		R 	Celtic Doors Ltd
29/08/2023	DDR	55.46		55.46		R 	SSE Electric
29/08/2023	Aug Bcard	1,457.29		1,457.29		R 	Barclaycard
29/08/2023	CIL monies		296,947.34	296,947.34		R 	Receipt(s) Banked
31/08/2023	RCT		1,000.00	1,000.00		R 	Receipt(s) Banked
		<u>31,183.93</u>	<u>299,658.01</u>				

Date: 06/10/2023

Llanharan Community Council

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Time: 15:44

































Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 1 - Current and Premium Bank A/c

User: OFFICE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/09/2023		446.86
Businesss Premium A/c	30/09/2023		200,672.90
			0.00
			<u>201,119.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			201,119.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			201,119.76
		Balance per Cash Book is :-	201,119.76
		Difference is :-	0.00

Time: 15:45


## Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/09/2023	BACS	65.00		65.00		R 	FareShare Cymru
04/09/2023	5JUN/3SEP		556.75	556.75		R 	Receipt(s) Banked
05/09/2023	DIRECT	15.60		15.60		R 	Barclays Bank
05/09/2023	13Jul13Aug		2.28	2.28		R 	Receipt(s) Banked
05/09/2023	Pantry		175.70	175.70		R 	Receipt(s) Banked
08/09/2023	DDR	28.88		28.88		R 	Tesco Mobile phones x 3
08/09/2023	BACS	190.00		190.00		R 	One Voice Wales
08/09/2023	BACS	385.00		385.00		R 	Chris Evans
08/09/2023	BACS	9,573.93		9,573.93		R 	Llanharan Rec Ground Trust
08/09/2023	BACS	12,932.06		12,932.06		R 	Llanharan Rec Ground Trust
08/09/2023	CIL08/23	50,000.00		50,000.00		R 	Public Sector Deposit Fund
12/09/2023	BACS	2,321.40		2,321.40		R 	Llanharan OAP Association
13/09/2023	BACS	304.42		304.42		R 	British Telecomm
13/09/2023	BACS	8.95		8.95		R 	SSE Electric
13/09/2023	BACS	4.64		4.64		R 	SSE Electric
13/09/2023	BACS	192.00		192.00		R 	Brynna Cleaning
13/09/2023	CIL 08/23	50,000.00		50,000.00		R 	Public Sector Deposit Fund
13/09/2023	CIL 08/23	50,000.00		50,000.00		R 	Public Sector Deposit Fund
13/09/2023	BACS	1,140.00		1,140.00		R 	LML Electrics
15/09/2023	DDR	500.58		500.58		R 	ARVAL
15/09/2023	BACS	6,720.00		6,720.00		R 	Brynna Community Centre
15/09/2023	CIL 08/23	50,000.00		50,000.00		R 	Public Sector Deposit Fund
15/09/2023	BACS	173.22		173.22		R 	Llanharan OAP Association
15/09/2023	BACS	117.00		117.00		R 	Llanharan OAP Association
15/09/2023	BACS	7,315.88		7,315.88		R 	Llanharan OAP Association
15/09/2023	BACS	21.00		21.00		R 	Llanharan OAP Association
20/09/2023	BACS	35.00		35.00		R 	Leigh Smith
27/09/2023	Sept bcard	1,220.45		1,220.45		R 	Barclaycard
27/09/2023	BACS	310.80		310.80		R 	RRADAR
27/09/2023	BACS	20.00		20.00		R 	Cara De Tedstone
28/09/2023	BACS	1,668.67		1,668.67		R 	RCT Pension Payment
28/09/2023	BACS	5,142.67		5,142.67		R 	STAFF SALARIES
29/09/2023	DDR	53.14		53.14		R 	SSE Electric
		<u>250,460.29</u>	<u>734.73</u>				

Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 2 - Public Sector Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Deposit Fund	31/07/2023		654,034.68
			<u>654,034.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			654,034.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			654,034.68
		Balance per Cash Book is :-	654,034.68
		Difference is :-	0.00

Bank Reconciliation up to 31/07/2023 for Cashbook No 2 - Public Sector Deposit Fund

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/07/2023	July23 Div		2,445.19	2,445.19		R 	Receipt(s) Banked
		<u>0.00</u>	<u>2,445.19</u>				

Date: 13/09/2023

Llanharan Community Council

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Time: 14:49

Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 2 - Public Sector Deposit Fund

User: OFFICE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Deposit Fund	31/08/2023		656,742.80
			<u>656,742.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			656,742.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			656,742.80
		Balance per Cash Book is :-	656,742.80
		Difference is :-	0.00

## Bank Reconciliation up to 31/08/2023 for Cashbook No 2 - Public Sector Deposit Fund

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/07/2023	July23 Div		2,445.19	2,445.19		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/08/2023	Aug 23 Div		2,708.12	2,708.12		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>5,153.31</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Deposit Fund	30/09/2023		859,587.62
			0.00
			<u>859,587.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			859,587.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			859,587.62
		Balance per Cash Book is :-	859,587.62
		Difference is :-	0.00

## Bank Reconciliation up to 30/09/2023 for Cashbook No 2 - Public Sector Deposit Fund

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/09/2023	Sept23 Div		2,844.82	2,844.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/09/2023	CIL08/23		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/09/2023	CIL 08/23		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/09/2023	CIL 08/23		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2023	CIL 08/23		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>202,844.82</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BarclayCard	31/07/2023		0.00
			0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00































Time: 15:09

## Bank Reconciliation up to 31/07/2023 for Cashbook No 3 - Barclaycard

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/06/2023	CREDITCARD	82.50		82.50		R <input checked="" type="checkbox"/>	ALDI
23/06/2023	CREDITCARD	93.65		93.65		R <input checked="" type="checkbox"/>	ALDI
23/06/2023	Pantry		462.82	462.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/06/2023	CREDITCARD	87.34		87.34		R <input checked="" type="checkbox"/>	ALDI
29/06/2023	Pantry		699.39	699.39		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/07/2023	CREDITCARD	64.56		64.56		R <input checked="" type="checkbox"/>	ALDI
03/07/2023	CREDITCARD	123.29		123.29		R <input checked="" type="checkbox"/>	ALDI
03/07/2023	CREDITCARD	117.70		117.70		R <input checked="" type="checkbox"/>	ALDI
04/07/2023	PB card		305.55	305.55		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/07/2023	CREDITCARD	19.97		19.97		R <input checked="" type="checkbox"/>	ADOBE
27/07/2023	CREDITCARD	12.99		12.99		R <input checked="" type="checkbox"/>	ZOOM
27/07/2023	CREDITCARD	42.40		42.40		R <input checked="" type="checkbox"/>	Microsoft
27/07/2023	CREDITCARD	92.33		92.33		R <input checked="" type="checkbox"/>	Microsoft
27/07/2023	CREDITCARD	316.84		316.84		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	12.18		12.18		R <input checked="" type="checkbox"/>	Post Office Ltd
27/07/2023	CREDITCARD	71.73		71.73		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	157.59		157.59		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	37.41		37.41		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	95.29		95.29		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	144.15		144.15		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	181.32		181.32		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	22.00		22.00		R <input checked="" type="checkbox"/>	Llanharan Service Station
27/07/2023	CREDITCARD	136.23		136.23		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	CREDITCARD	6.00		6.00		R <input checked="" type="checkbox"/>	HM Land Registry
27/07/2023	CREDITCARD	6.00		6.00		R <input checked="" type="checkbox"/>	HM Land Registry
27/07/2023	CREDITCARD	11.63		11.63		R <input checked="" type="checkbox"/>	ALDI
27/07/2023	Bcard July		467.34	467.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>1,935.10</u>	<u>1,935.10</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BarclayCard	31/08/2023		0.00
			0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

## Bank Reconciliation up to 31/08/2023 for Cashbook No 3 - Barclaycard
























Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/07/2023	CREDITCARD	-140.28		-140.28		R 	Really Useful Storage
29/08/2023	CREDITCARD	13.76		13.76		R 	Llanharan Service Station
29/08/2023	CREDITCARD	32.48		32.48		R 	Llanharan Service Station
29/08/2023	CREDITCARD	35.61		35.61		R 	ALDI
29/08/2023	CREDITCARD	69.48		69.48		R 	ALDI
29/08/2023	CREDITCARD	60.62		60.62		R 	ALDI
29/08/2023	CREDITCARD	14.03		14.03		R 	Llanharan Service Station
29/08/2023	CREDITCARD	88.45		88.45		R 	ALDI
29/08/2023	CREDITCARD	104.13		104.13		R 	ALDI
29/08/2023	CREDITCARD	103.48		103.48		R 	ALDI
29/08/2023	CREDITCARD	58.46		58.46		R 	ALDI
29/08/2023	CREDITCARD	50.60		50.60		R 	Leekes
29/08/2023	CREDITCARD	90.07		90.07		R 	ALDI
29/08/2023	CREDITCARD	7.40		7.40		R 	Llanharan Service Station
29/08/2023	CREDITCARD	31.18		31.18		R 	Llanharan Service Station
29/08/2023	CREDITCARD	31.43		31.43		R 	Llanharan Service Station
29/08/2023	CREDITCARD	16.80		16.80		R 	ALDI
29/08/2023	CREDITCARD	70.07		70.07		R 	ALDI
29/08/2023	CREDITCARD	56.82		56.82		R 	ALDI
29/08/2023	CREDITCARD	99.00		99.00		R 	Microsoft
29/08/2023	CREDITCARD	45.00		45.00		R 	Microsoft
29/08/2023	CREDITCARD	19.97		19.97		R 	ADOBE
29/08/2023	CREDITCARD	12.99		12.99		R 	ZOOM
29/08/2023	CREDITCARD	49.90		49.90		R 	Screwfix
29/08/2023	CREDITCARD	6.97		6.97		R 	Viking Group
29/08/2023	CREDITCARD	139.18		139.18		R 	Viking Group
29/08/2023	CREDITCARD	50.49		50.49		R 	ALDI
29/08/2023	CREDITCARD	-16.80		-16.80		R 	ALDI
29/08/2023	CREDITCARD	116.80		116.80		R 	ALDI
29/08/2023	CREDITCARD	50.40		50.40		R 	Rycon Power Tool
29/08/2023	CREDITCARD	150.00		150.00		R 	Rycon Power Tool
29/08/2023	CREDITCARD	-61.20		-61.20		R 	Rycon Power Tool
29/08/2023	Aug Bcard		1,457.29	1,457.29		R 	Receipt(s) Banked
		<u>1,457.29</u>	<u>1,457.29</u>				

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 3 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BarclayCard	30/09/2023		0.00
			0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Time: 15:05

## Bank Reconciliation up to 30/09/2023 for Cashbook No 3 - Barclaycard

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/08/2023	CREDITCARD	181.10		181.10		R 	ALDI
27/09/2023	CREDITCARD	27.76		27.76		R 	Llanharan Service Station
27/09/2023	CREDITCARD	94.64		94.64		R 	ALDI
27/09/2023	CREDITCARD	94.90		94.90		R 	ALDI
27/09/2023	CREDITCARD	44.07		44.07		R 	Llanharan Service Station
27/09/2023	CREDITCARD	76.84		76.84		R 	ALDI
27/09/2023	CREDITCARD	90.69		90.69		R 	ALDI
27/09/2023	CREDITCARD	44.70		44.70		R 	Llanharan Service Station
27/09/2023	CREDITCARD	57.65		57.65		R 	ALDI
27/09/2023	CREDITCARD	40.62		40.62		R 	ALDI
27/09/2023	CREDITCARD	14.99		14.99		R 	Llanharan Service Station
27/09/2023	CREDITCARD	62.96		62.96		R 	ALDI
27/09/2023	CREDITCARD	50.01		50.01		R 	ALDI
27/09/2023	CREDITCARD	77.10		77.10		R 	ALDI
27/09/2023	CREDITCARD	8.15		8.15		R 	ALDI
27/09/2023	CREDITCARD	41.58		41.58		R 	ALDI
27/09/2023	BACS	6.00		6.00		R 	HM Land Registry
27/09/2023	CREDITCARD	99.00		99.00		R 	Microsoft
27/09/2023	CREDITCARD	49.20		49.20		R 	Microsoft
27/09/2023	CREDITCARD	12.99		12.99		R 	ZOOM
27/09/2023	CREDITCARD	25.53		25.53		R 	ALDI
27/09/2023	Sept bcard		1,220.45	1,220.45		R 	Receipt(s) Banked
29/09/2023	CREDITCARD	19.97		19.97		R 	ADOBE
		<u>1,220.45</u>	<u>1,220.45</u>				

### Appendix 3

Direct debits						
Payee	Description	Value ex VAT (£)	Value inc VAT (£)	Frequency	Type	Comment
Arval	Electric van hire	417.15	500.58	Monthly	Fixed DDR	Existing DDR to be reviewed annually
Tesco mobiles	Mobile phones	24.07	28.88	Monthly	Fixed DDR	Existing DDR to be reviewed annually
SSE		50.61	53.14	Monthly	Variable DDR	Existing DDR to be reviewed annually
Barclaycard	Barclaycard payment			Monthly	Variable DDR	Existing DDR to be reviewed annually
Barclays	Bank charges			Monthly	Variable Direct	Existing Direct payment to be reviewed annually

Routine Payments						
Payee	Description	Value ex VAT (£)	Value inc VAT (£)	Frequency	Type	Comment
Brynnia Domestic Cleaning	Office cleaning	96.00	N/A	Monthly	Fixed	Approve standing order set up
Clarity Copiers	Printer rental	32.38	38.86	Monthly	Fixed	Approve DDR set up
SSE	Street Lighting	8.53	8.95	Monthly	Fixed	Approve DDR set up
SSE	Street Lighting	4.42	4.64	Monthly	Fixed	Approve DDR set up
Clarity Copiers	Cost per copy			Monthly	Variable	Approve DDR set up (£0.03 colour/ £0.003 B&W)
JB Director's Trust	Office rent	675.00	N/A	Quarterly	Fixed	Approve standing order set up
British Telecom	Office telephone	253.68	304.42	Quarterly	Variable	Approve DDR set up
Welsh Water	Bridgend Road allotments	126.53	N/A	Bi annually	Variable	Approve DDR set up
Welsh Water	Pendre allotments	113.48	N/A	Bi annually	Variable	Approve DDR set up
Welsh Water	Office water	80.04	N/A	Bi annually	Variable	Approve DDR set up
RCT	Non Domestic Rates	2247.00	N/A	Annually	Variable	Approve DDR set up
RCT	Land lease allotments	17.00	N/A	Annually	Fixed	Approve DDR set up
RCT	Land lease at Grove Terrace	5.00	N/A	Annually	Fixed	Approve DDR set up

Routine Payments - Barclaycard						
Payee	Description	Value ex VAT (£)	Value inc VAT (£)	Frequency	Type	Comment
Microsoft	Office software	82.50	99.00	Monthly	Fixed B/card	Existing monthly subscription to be reviewed annually
Microsoft	Office software	41.00	49.20	Monthly	Fixed B/card	Existing monthly subscription to be reviewed annually
Adobe	Office software	16.64	19.97	Monthly	Fixed B/card	Existing monthly subscription to be reviewed annually
Zoom	Office software	12.99	N/A	Monthly	Fixed B/card	Existing monthly subscription to be reviewed annually

## Detailed Income &amp; Expenditure by Budget Heading 30092023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	261,900	261,900	0			100.0%	
1090 PSDF Re-invested dividend	14,815	1,500	(13,315)			987.7%	
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)	
1990 Other Income	2,586	200	(2,386)			1292.9%	
Income :- Income	<b>277,971</b>	<b>264,930</b>	<b>(13,041)</b>			<b>104.9%</b>	<b>0</b>
<b>Net Income</b>	<b>277,971</b>	<b>264,930</b>	<b>(13,041)</b>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	31,210	55,667	24,457		24,457	56.1%	
4005 Employer & Employee Pension	9,923	22,447	12,524		12,524	44.2%	
4010 Employer & Employee NI & Tax	2,405	35,823	33,418		33,418	6.7%	
4055 Mileage & Subsistence	15	200	185		185	7.3%	
4057 HR Expenditure	35	0	(35)		(35)	0.0%	
4060 Council Tax	2,247	2,400	153		153	93.6%	
4065 Office Rent	1,810	3,600	1,790		1,790	50.3%	
4070 IT Costs (Office 365)Web Site	1,516	2,500	984		984	60.6%	
4075 Telephone & Broadband	663	1,400	737		737	47.4%	
4080 Electric ( office)	421	3,500	3,079		3,079	12.0%	
4085 Water Rates (for Office)	80	350	270		270	22.9%	
4090 Stationery and postage	16	330	314		314	4.8%	
4095 Cleaning Materials	7	50	43		43	13.3%	
4100 Cleaning Contract	576	1,160	584		584	49.7%	
4105 Office Cap ExpChain of Office	0	500	500		500	0.0%	
4110 Office Maintenance	36	500	464		464	7.1%	
4115 Professional and Legal Fees	959	3,500	2,541		2,541	27.4%	
4116 Land Registry Fees	41	60	19		19	68.3%	
4120 Internal Audit Fees	(63)	2,000	2,063		2,063	(3.2%)	
4125 External Audit Fees	(755)	2,000	2,755		2,755	(37.8%)	
4130 Subscriptions and Memberships	2,480	2,000	(480)		(480)	124.0%	
4135 Bank Charges	112	200	88		88	55.9%	
4140 Storage Space Rental	240	360	120		120	66.7%	
Administration :- Indirect Expenditure	<b>53,972</b>	<b>140,547</b>	<b>86,575</b>	<b>0</b>	<b>86,575</b>	<b>38.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(53,972)</b>	<b>(140,547)</b>	<b>(86,575)</b>				
<u>220 Insurances</u>							
4200 General Insurance	4,649	4,300	(349)		(349)	108.1%	
4205 Vehicle Insurance	0	2,500	2,500		2,500	0.0%	
4210 Office Insurance	0	90	90		90	0.0%	
Insurances :- Indirect Expenditure	<b>4,649</b>	<b>6,890</b>	<b>2,241</b>	<b>0</b>	<b>2,241</b>	<b>67.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,649)</b>	<b>(6,890)</b>	<b>(2,241)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30092023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Staff &amp; Member Training</u>							
4300 Members Training	204	750	546		546	27.2%	
4305 Staff Training	76	750	674		674	10.1%	
Staff & Member Training :- Indirect Expenditure	<b>280</b>	<b>1,500</b>	<b>1,220</b>	<b>0</b>	<b>1,220</b>	<b>18.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(280)</b>	<b>(1,500)</b>	<b>(1,220)</b>				
<u>260 Member's Allowances</u>							
4350 Chair	1,500	1,500	0		0	100.0%	
4355 Special Responsibility	500	500	0		0	100.0%	
4360 Member Allowances	2,496	2,100	(396)		(396)	118.9%	
Member's Allowances :- Indirect Expenditure	<b>4,496</b>	<b>4,100</b>	<b>(396)</b>	<b>0</b>	<b>(396)</b>	<b>109.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,496)</b>	<b>(4,100)</b>	<b>396</b>				
<u>300 Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	2,508	5,500	2,992		2,992	45.6%	
4415 Red Tractor Maintenance	0	1,000	1,000		1,000	0.0%	
4420 Portable & Hand Tools Purchase	0	250	250		250	0.0%	
4425 Portable & Hand Tool Maint	73	400	327		327	18.1%	
4430 PPE - New & Replacement	42	275	233		233	15.1%	
4435 Plant & Equipment Fuel	443	1,500	1,057		1,057	29.6%	
Plant & Equipment :- Indirect Expenditure	<b>3,065</b>	<b>8,925</b>	<b>5,860</b>	<b>0</b>	<b>5,860</b>	<b>34.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,065)</b>	<b>(8,925)</b>	<b>(5,860)</b>				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	7,384	7,500	116		116	98.5%	
4505 Christmas Lights and Trees	9,693	27,500	17,807		17,807	35.2%	
4510 Public Clocks - Maintenance	1,814	500	(1,314)		(1,314)	362.8%	
4515 Notice Boards - Maintenance	39	100	61		61	39.1%	
4520 Bus shelter - Maintenance	0	100	100		100	0.0%	
4525 Planters - Maintenance	0	100	100		100	0.0%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	<b>18,930</b>	<b>35,900</b>	<b>16,970</b>	<b>0</b>	<b>16,970</b>	<b>52.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,930)</b>	<b>(35,900)</b>	<b>(16,970)</b>				
<u>500 Community Functions</u>							
4600 Christmas Dinners	0	6,000	6,000		6,000	0.0%	
4605 Soup and Carols	0	250	250		250	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30092023

## 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	4,669	0	(4,669)		(4,669)	0.0%	
4620 General Sponsorship	0	500	500		500	0.0%	
Community Functions :- Indirect Expenditure	<b>4,669</b>	<b>21,250</b>	<b>16,581</b>	<b>0</b>	<b>16,581</b>	<b>22.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,669)</b>	<b>(21,250)</b>	<b>(16,581)</b>				
<u>550 Grants</u>							
4700 General Grants	2,942	10,000	7,058		7,058	29.4%	
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	<b>2,942</b>	<b>45,000</b>	<b>42,058</b>	<b>5,000</b>	<b>37,058</b>	<b>17.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,942)</b>	<b>(45,000)</b>	<b>(42,058)</b>				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	64	1,330	1,266		1,266	4.8%	
4805 Skateboard Park - Maintenance	0	500	500		500	0.0%	
4810 Play & O/Spaces Maintenance	150	500	350		350	30.0%	
4815 General Repair Consumables	0	250	250		250	0.0%	
Outdoor Spaces :- Indirect Expenditure	<b>214</b>	<b>2,580</b>	<b>2,366</b>	<b>0</b>	<b>2,366</b>	<b>8.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(214)</b>	<b>(2,580)</b>	<b>(2,366)</b>				
<u>620 War Memorials</u>							
4855 Other Maintenance	0	550	550		550	0.0%	
War Memorials :- Indirect Expenditure	<b>0</b>	<b>550</b>	<b>550</b>	<b>0</b>	<b>550</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(550)</b>	<b>(550)</b>				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	8,879	0	(8,879)			0.0%	8,879
Llanharan Pantry :- Income	<b>8,879</b>	<b>0</b>	<b>(8,879)</b>				<b>8,879</b>
4730 Llanharan Pantry Expenses	9,648	1,500	(8,148)		(8,148)	643.2%	10,259
Llanharan Pantry :- Indirect Expenditure	<b>9,648</b>	<b>1,500</b>	<b>(8,148)</b>	<b>0</b>	<b>(8,148)</b>	<b>643.2%</b>	<b>10,259</b>
<b>Net Income over Expenditure</b>	<b>(769)</b>	<b>(1,500)</b>	<b>(731)</b>				
6000 plus Transfer from EMR	10,259						
6001 less Transfer to EMR	8,879						
<b>Movement to/(from) Gen Reserve</b>	<b>610</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30092023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
4735 BCC Cleaning Expenses	(202)	0	202		202	0.0%	
4740 BCC Maintenance Expenses	(184)	0	184		184	0.0%	
4745 BCC Deposits	(290)	0	290		290	0.0%	
Bryncae Community Centre :- Indirect Expenditure	<u>(675)</u>	<u>0</u>	<u>675</u>	<u>0</u>	<u>675</u>		<u>0</u>
<b>Net Expenditure</b>	<u>675</u>	<u>0</u>	<u>(675)</u>				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	77	300	223		223	25.8%	
Street Lighting Electric :- Indirect Expenditure	<u>77</u>	<u>300</u>	<u>223</u>	<u>0</u>	<u>223</u>	<u>25.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(77)</u>	<u>(300)</u>	<u>(223)</u>				
<u>700 Allotments</u>							
1200 Allotment Income	111	2,500	2,390			4.4%	
Allotments :- Income	<u>111</u>	<u>2,500</u>	<u>2,390</u>			<u>4.4%</u>	<u>0</u>
4900 Allotment Lease Costs	17	22	5		5	77.3%	
4901 Allotment Maintenance	0	100	100		100	0.0%	
4905 Allotment Water	240	350	110		110	68.6%	
Allotments :- Indirect Expenditure	<u>257</u>	<u>472</u>	<u>215</u>	<u>0</u>	<u>215</u>	<u>54.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(147)</u>	<u>2,028</u>	<u>2,175</u>				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
Community Infrastructure Levy :- Income	<u>296,947</u>	<u>0</u>	<u>(296,947)</u>				<u>296,947</u>
4950 CIL Benches	1,300	0	(1,300)		(1,300)	0.0%	1,300
4952 CIL Noticeboards	2,782	0	(2,782)		(2,782)	0.0%	2,782
4955 CIL Project 1 Memorial Garden	500	0	(500)		(500)	0.0%	500
4958 CIL Grants	102,339	0	(102,339)		(102,339)	0.0%	102,339
4961 CIL Brynna Woods Wood ArtWorks	3,500	0	(3,500)		(3,500)	0.0%	3,500
4962 CIL Project Telephone Kiosk	1,486	0	(1,486)		(1,486)	0.0%	1,486
4963 CIL LRGT Floodlights	32,080	0	(32,080)		(32,080)	0.0%	32,080
4964 CIL Llanharan OAP Refurb	9,949	0	(9,949)		(9,949)	0.0%	9,949
4965 CIL LCC shower block	3,886	0	(3,886)		(3,886)	0.0%	3,886
Community Infrastructure Levy :- Indirect Expenditure	<u>157,822</u>	<u>0</u>	<u>(157,822)</u>	<u>0</u>	<u>(157,822)</u>		<u>157,822</u>
<b>Net Income over Expenditure</b>	<u>139,125</u>	<u>0</u>	<u>(139,125)</u>				
6000 plus Transfer from EMR	157,822						
6001 less Transfer to EMR	296,947						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30092023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>800 Contingency</u>							
4990 Contingency	0	10,000	10,000		10,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>		<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
Grand Totals:- Income	<b>583,909</b>	<b>267,430</b>	<b>(316,479)</b>			<b>218.3%</b>	
Expenditure	<b>260,346</b>	<b>279,514</b>	<b>19,168</b>	<b>5,000</b>	<b>14,168</b>	<b>94.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>323,562</b></u>	<u><b>(12,084)</b></u>	<u><b>(335,646)</b></u>				
plus Transfer from EMR	<b>168,081</b>						
less Transfer to EMR	<b>305,827</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>185,816</b></u>						

## Virements 2023

#	Description	Actual YTD	Current budget	Variance	% Spent	Comment
1	General Insurance	4649	4300	-349	108.1%	Index linked inflationary increase
2	Members allowance	2496	2100	-396	118.9%	Additional expenses to budget resolved at AGM
3	Public Clocks	1814	500	-1814	362.8%	Annual inspection £440, Smithy repair & scaffold hire £1374



# Llanharan Community Council

## FINANCIAL REGULATIONS

### Version 4

These Financial Regulations were originally adopted by the council at its meeting on xxxxx. Minute ref xxxxx and reviewed at subsequent Annual Meeting

Notes

Acknowledgment to One Voice Wales as this policy is based upon their model Financial Regulations Wales 2019 document.



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## Statement:

The Responsible Financial Officer (RFO) and the Clerk of the Council are for the purpose of this document the Proper Officers of the Council.

In the context of these Financial Regulations the terms:

1. “RFO” refers to the Responsible Financial Officer.
2. “A.M.” refers to Annual Meeting.
3. “the Chair” refers to **the** Chairperson of the Council and or **the** Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
4. “the Deputy Chair” refers to **the** Deputy Chairperson of the Council and or **the** Deputy Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
5. “RCTCBC” refers to Rhondda Cynon Taf County Borough Council.

## **1. GENERAL**

- 1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - a. for the timely production of accounts,
  - b. that provide for the safe and efficient safeguarding of public money,
  - c. to prevent and detect inaccuracy and fraud and
  - d. identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct.

- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The RFO has been appointed for this Council and these regulations will apply accordingly.
- 1.9. The RFO:
- a. acts under the policy direction of the Council.
  - b. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices,
  - c. determines on behalf of the Council its accounting records and accounting control systems,
  - d. ensures the accounting control systems are observed,
  - e. maintains the accounting records of the Council up to date in accordance with proper practices,
  - f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
  - g. produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate,
  - b. a record of the assets and liabilities of the Council and
  - c. wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
- b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
- c. identification of the duties of officers dealing with financial transactions and
- d. division of responsibilities of those officers in relation to significant transactions,
- e. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- f. measures to ensure that risk is responsibly and effectively managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:

- a. setting the final budget or the precept (Council Tax Requirement),
- b. approving accounting statements,
- c. approving an annual governance statement,
- d. borrowing,
- e. writing off bad debts,
- f. addressing recommendations in any report from the internal or external auditors.

1.14. In addition, the Council must:

- a. determine and keep under regular review the bank mandate for all Council bank accounts.

- b. approve any **general** grant, usually **based upon the recommendations made by the Audit Committee at either of its twice yearly meetings (dates specified at the Annual Meeting) when such matters are usually decided upon.**
  - c. **Approve any CIL grant regardless of value, usually based upon the recommendations made by the CIL Committee at any of its periodic meetings.**
  - d. approve a single **expected expenditure** in excess of £3,000 **prior to** commitment and
  - e. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or “the regulations” shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation and then in force unless otherwise specified.
- 1.16. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.

### **RECOMMENDED**

On a regular basis, at least once in each quarter, and at each financial year end, the Audit Committee shall be presented with bank reconciliations for all accounts produced by the RFO. The RFO will highlight any unreconciled items or other anomalies. The Committee shall, by resolution approve the reconciliations as evidence of verification. This activity shall

on conclusion be reported, including any exceptions, to and noted by the Council.

- 2.2. **ALTERNATIVE TEXT - On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed by resolution to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the next meeting of the Audit Committee and this fact reported to Full council.**
- 2.3. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- a. be competent and independent of the financial operations of the Council,
  - b. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
  - c. to demonstrate competence, objectivity, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
  - d. not be involved in the financial decision making, management or control of the Council.

- 2.7. Internal or external auditors may not under any circumstances:
- a. perform any operational duties for the Council,
  - b. initiate or approve accounting transactions or
  - c. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
  - d. For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence shall have the same meaning as is described in proper practices.
- 2.8. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.9. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee that has been delegated a budget shall review its three-year forecast of expenditure, receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Audit Committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Audit Committee for the recommendations thereof to be considered by Council, by no later than the end of January **in the same financial year.**

- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of expenditure, receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - a. the Council for any item costing **£1,501** or more except where previously and specifically delegated to a committee.
  - b. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee with a delegated budget, for any item costing between £250 and **£1,500**
  - c. the Proper Officer for any sundry item up to £250 except for an item or service purchased under the conditions of *Regulation 4.9*

See also 4.9 with regards to authority of the Proper Officer to spend in emergency circumstances relating to extreme risk to the delivery of Council services.

- 4.2. Such authority is to be evidenced by a meeting minute recording a resolution of Council or the appropriate Committee, or in the case of *Regulation 4.1.b.*, an email or other verifiable form of electronic communication between the Proper Officer and the appropriate Chair. All payments made will be reported to Council in a subsequent Council meeting.

- 4.3. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.4. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee.
- 4.5. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.6. Unspent provisions in the budgets for completed projects shall not be carried forward to a subsequent year.
- 4.7. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a schedule approved by both the HR Committee and Audit Committee for presentation to Council as part of the normal budget setting process.
- 4.8. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.9. In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Proper Officer shall report such action to the **Chair of the Council** as soon as possible and to the Council as soon as practicable thereafter.
- 4.10. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.11. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.12. The RFO shall regularly provide the Audit committee **or Full Council** or such committee has directed by resolution of the Council for the purpose of scrutiny, a statement of receipts and payments to date under each head

of the budget, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 10% of the budget.

- 4.13. If presented to the Audit Committee or such committee as directed by resolution of the Council then that committee shall make its observations known to the next available Council meeting.
- 4.14. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate and any investment accounts or other financial instruments, shall be made by the RFO and approved by the Council.
- 5.2. Banking arrangements may not be delegated to a committee.
- 5.3. They shall be regularly reviewed for safety and efficiency.
- 5.4. Spending authority and evidence of such should be in compliance with *Regulation 4.1 and 4,2*
- 5.5. All payments made under specific resolution of Council or covered under *Regulation 5.4* will be made by the RFO as per *Regulation 5.9* and reported to Council in a subsequent Council meeting.
- 5.6. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council, or a committee or a clause of these financial regulations to the appropriate values.
- 5.7. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.8. The RFO shall have the delegated authority to take all steps to raise payment:

- 5.9. of all invoices submitted which are in order and where a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 or the due date for payment is before the next scheduled Meeting of Council and/or delegated committee and/or where the RFO certifies that there is no dispute or other reason to delay payment provided a list of such payments shall be submitted to the next appropriate meeting of Council and/or authorised committee;
- 5.10. of an expenditure item authorised under 5.12 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
- 5.11. fund transfers within the Councils banking arrangements up to the sum of £50,000 provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 5.12. For each financial year the RFO may draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council or a duly authorised committee, may authorise payment by resolution for the year provided:
- 5.13. that the requirements of *Regulation 4.1* (Budgetary Controls) are adhered to.
- 5.14. A list of any such payments made is reported to the next appropriate meeting of Council and approved by resolution on each and every occasion - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.15. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.16. The Council may aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.17. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) shall be summarised to remove public access to any personal information.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under *Regulation 5* above, the Council, a duly delegated committee or, if so delegated, the Proper Officer shall give instruction that a payment shall be made.
- 6.3. All payments shall, where possible and practical effected by electronic transfer (online banking, BACs, CHAPS) or by credit card or by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. If thought appropriate and in accordance with *Regulation 5*, payment by cheque:
  - a. signed by two authorised signatories where at least one of which must be a Councillor.
  - b. to indicate agreement of the details shown on the cheque for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
  - c. all such payments shall be reported to the Council at the next convenient meeting.
- 6.6. If thought appropriate and in accordance with *Regulation 5*, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided:
  - a. that the instructions are signed or otherwise evidenced by two authorised signatories where at least one of which must be a Councillor, are retained.
  - b. all such payments as made shall be reported to the Council at the next convenient meeting.

- c. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.7. If thought appropriate and in accordance with *Regulation 5*, payment for certain items (principally salaries) may be made by banker's standing order.

- a. provided that the instructions are signed, or otherwise evidenced by two authorised signatories where, at least one of which must be a Councillor are retained.
- b. all such payments as made shall be reported to the Council at the next convenient meeting.
- c. the approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate and in accordance with *Regulation 5*, payment for certain items may be made by BACS or CHAPS methods:

- a. provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised signatories, where at least one of which must be a Councillor, are retained
- b. all such payments as made shall be reported to the Council at the next convenient meeting.

6.9. If thought appropriate and in accordance with *Regulation 5*, payment for certain items may be made by internet banking transfer provided evidence is retained showing which signatory assigned the payment and which signatory authorised the payment.

- a. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.
- b. The bank mandate approved by the Council shall identify at least 2 Councillors who will be authorised to approve transactions on those accounts.
- c. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords on a electronic document and held securely and in an encrypted format in a location to which only the Proper Officers and Chair of the Council have access.
- 6.11. If deemed necessary, the PIN and / or passwords shall be changed as soon as practicable and access to the document restricted accordingly.
- 6.12. Where this security protocol has to be used or there is a known breach of security then this shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.13. *Regulations 6.10, 6.11, 6.12 and 6.13* will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites") and not through a search engine or e-mail link.
- 6.18. Remembered or saved passwords facilities must not be used on any computer used for Council banking work.
- 6.19. Breaches of *Regulation 6.18* will be treated as a profoundly serious matter under these regulations and may be regarded as a breach of the Code of Conduct.
- 6.20. Changes to account details for suppliers, which are used for internet banking may only be changed once the RFO has confirmed with the supplier via a known and verifiable telephone number that the account detail changes are valid and correct.

- 6.21. Any Debit Card issued for use will be specifically restricted to the Proper Officers and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Audit committee in writing before any order is placed.
- 6.22. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or the audit Committee. Transactions and purchases made will be reported to the Council and authority for topping- up shall be at the discretion of the Audit committee or delegated to the RFO via resolution.
- 6.23. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO unless a resolution of Council authorises otherwise, and shall be subject to automatic payment in full at each month-end.
- 6.24. The Council will not maintain any form of petty cash float for expenditure except for a small float not exceeding £20 which may be held for the Pantry for the provision of providing change only.
- 6.25. All other cash received must be banked intact as soon as is practicable.
- 6.26. Any payments made in cash by any employee of the Council, for example for postage or minor stationery items, shall be refunded on a regular basis, at least quarterly via a claim for expense.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.
- 7.2. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates

stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.5. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a. by any Councillor who can demonstrate a need to know to the satisfaction of the Proper Officer.
  - b. by the internal auditor
  - c. by the external auditor or
  - d. by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.6. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.7. This line is intentionally blank
- 7.8. Payments relating to the termination of contracts of employment shall be supported by a clear business case and reported to the Council.
- 7.9. Termination payments shall only be authorised by Council.-
- 7.10. Matters of redundancy of employment where a cost will be incurred shall be supported by a clear business case and reported to the Council.
- 7.11. Redundancy payments shall only be authorised by Council.
- 7.12. Before employing interim staff, the Council must consider a full business case.

## 8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council.
- 8.2. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.3. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.4. The Council will arrange for copies of bank statements to be mailed to the Chair should that person, for whatever reason, not have access to Council's online banking arrangements and bank statements.
- 8.5. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.6. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.7. All investments of money under the control of the Council shall be in the name of the Council.
- 8.8. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.9. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with *Regulation 5* (Authorisation of payments) and *Regulation 6* (Instructions for payments).
- 8.10. Unless superseded by the Council's Investment strategy/Policy, the RFO is authorised to maintain the Public Sector Deposit Fund (PSDF) to hold the balance of the Council's Community Infrastructure Levy (CIL) funds received from RCTCBC but not spent, and to make such transfers between accounts as is necessary in accordance with the instructions of

Council and authority to spend under *Regulations 5 and 6* to maintain Council CIL funds in the PSDF account.

- 8.11. Any transfers between the PSDF and the Councils bank accounts for any other reason other than maintaining the balance of the Councils CIL funds received from RCTCBC but not spent, must be authorised by resolution of Council unless superseded by the Council's Investment strategy/Policy.

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all lawful charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Proper Officer.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums made in cash or by cheque, received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all such receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as

ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity, meeting separately from any Council meeting in accordance with *Regulation 17*.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter or email or other electronic and archivable correspondence shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Proper Officer.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in *Regulation 11*
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

- 11.1. The RFO shall ensure any contractor used by the Council has the appropriate liability insurances in place to provide safeguards against any liability due to faulty workmanship or any other mishap.
- 11.2. The Proper Officer should seek to ensure that an appropriate level of due diligence is undertaken on any contractor to be used by the council. Including where possible assessing their performance and capability on providing previous similar works and or services, satisfactory references (if necessary), satisfactory safeguards against any liability due to faulty workmanship or any other mishap and proof of financial stability.
- 11.3. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services.
    - ii. for specialist services such as are provided by legal professionals acting in disputes or for other specialist services.
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
  - b. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - c. The full requirements of The Public Contracts Regulations 2015 ("the Regulations"), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council from the Proper Officer.
- e. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in *Regulation 11.3.*, where the value:
  - i. ~~is £25,000~~ **£45,000** or greater, a formal tendering process must be followed as set out in *Regulation 12*
  - ii. is less than ~~£25,000~~ **£45,000** and greater than **£1,500** the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.
  - iii. is below **£1,500** and above **£250** the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.
  - iv. otherwise, *Regulation 10.3* shall apply.

11.4. The Council shall not be obliged to accept the lowest price, or any tender, quotation or estimate.

11.5. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Formal tendering process**

12.1. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in *Regulation 11.3* where the value is equal to or greater than that set out in *Regulation 11.3 e.i.* the following process shall be followed, either Method A or Method B may be used. In either case the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

## 12.2. Method A

- a. For notice of invitation to Tender to be posted on 'Sell2Wales' (The Welsh public sector tender portal).
- b. Details of the tender and how to access the tender via the Sell2Wales portal shall be posted in Community Council noticeboards and on the Council's website.
- c. The Council may also approach companies who deal in such work to make them aware of the tender and how to access the tender via the Sell2Wales portal.
- d. Once the tender is posted, all communications relating to the tender shall take place only via the portal.
- e. Where, in the opinion of the Council, the supply of goods, materials, services and the execution of works are of a specialist nature, as an alternative to *Regulation 11.3.e.i.* tenders may be invited from at least three specialist contractors, selected by the Council, specialising in the type of work included in the contract.
- f. The tender notice will give details of the requirements of the Council, the technical details for the tender and any other relevant information. The tender will also state the deadline for the tender submissions to be received.
- g. The tender notice shall be posted on Sell2Wales as such that whilst those expressing an interest are able to communicate via the portal in order to ask questions regarding the tender, the tender submissions shall be received in the secure 'postbox'. The secure postbox can only be opened to view submissions after the deadline date by authorised persons.
- h. All access to the postbox will be logged.
- i. Only the Proper Officers shall be authorised to open the secure postbox.
- j. The first opening of the postbox shall take place after the stated closing date by the Proper Officer in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.

- k. The name of those present shall be reported to Council and minuted accordingly.

### 12.3. **Method B**

- a. A public notice of an invitation to tender shall be given in the same manner as a public notice of meetings of the Council and in the local press, the notice shall also be posted on the Council's website.
- b. The Council may also approach companies who deal in such work to make them aware of the tender.
- c. Where, in the opinion of the Council, the supply of goods, materials, services and the execution of works are of a specialist nature, as an alternative to *Regulation 11.3.e.i.* tenders may be invited from at least three specialist contractors, selected by the Council, specialising in the type of work included in the contract.
- d. The invitation to tender shall state the tender specification, the time, date and address for the submission of tenders including the deadline for submission, the date of the Council's written response to the tender and, a prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process, although to allow technical questions to Officers regarding the details of the tender.
- e. In addition state that tenders must be addressed to the Clerk in the ordinary course of post.
- f. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Proper Officer in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.
- h. The name of those present shall be reported to Council and minuted accordingly.

### 12.4. Whether Method A or Method B is used:

- a. The decision on the awarding of a Formal Tender shall be taken by Full council unless authority has been delegated to a Committee.
- b. The Council shall not be obliged to accept the lowest of any tender, quote or estimate
- c. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- d. If no tenders are received, or that all the quotations are identical, the Council or committee may make such arrangements for procuring the supply of goods, materials, services and the execution of works, as it thinks fit.
- e. Any invitation to tender issued under these regulations, regulation shall be subject to *Standing Orders xx* and shall refer to the terms of the Bribery Act 2010.
- f. The full requirements of The Public Contracts Regulations 2015 ("the Regulations"), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .
- g. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

12.5. The Proper Officers shall maintain a register of personal interests, in respect of both members and senior staff.

12.6. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

- 12.7. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not

### **13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract subject to any percentage withholding as may be agreed in the particular contract.
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments.
- 13.3. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.4. Any variation to a contract or addition to or omission from a contract must be approved by the Council and:
- 13.5. The RFO to inform the contractor in writing.
- 13.6. the Council being informed where the final cost is likely to exceed the financial provision.

### **14. STORES AND EQUIPMENT**

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivered goods must be checked as to order and quality at the time delivery is made where practicable.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

- 14.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **15. ASSETS, PROPERTIES AND ESTATES**

- 15.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 15.2. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 15.3. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,500.
- 15.4. No real property (interests in land) shall be:
- a. sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
  - b. purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property including matters such as planning permissions and covenants, together with a proper business case which will include an adequate level of consultation with the electorate.
  - c. Subject only to the limit set in *Regulation 15.3*, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

- 15.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **16. INSURANCE**

- 16.1. Following the annual risk assessment as in accordance with *Regulation 18* the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with all other members of staff as appropriate.
- 16.2. All members of staff shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 16.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

## **17. CHARITIES**

- 17.1. If the Council becomes managing trustee of a charitable body, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission.
- 17.2. If the Council becomes managing trustee of a charitable body, the RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **18. RISK MANAGEMENT**

- 18.1. The Council is responsible for putting in place arrangements for the management of risk.
- 18.2. The Proper Officer's shall prepare, for approval by the Council, financial risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 18.3. When considering any new activity, the Proper Officers shall prepare a draft risk assessment including financial risk management proposals for consideration and adoption by the Council.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

20. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.
21. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
22. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising from such an action has been drawn up and presented in advance to all members of Council.
23. End of Financial Regulations

## **Appendix 6**

### **Internal Auditor**

#### Recommendation (motion)

To re-appoint KLG Services as the internal auditor for 2023/24

#### Recommendation (Motion)

To Carry out an internal audit in June 2024.



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 Primary School
<b>Registered Charity Number (if applicable)</b>	
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	Bethan Price
<b>Full Postal Address of Applicant:</b>	Llwynbrain Tce Llanharan Pontyclun CF72 9PW
<b>Contact Telephone Number:</b>	Daytime: 0144323 7831 Mobile:
<b>Main Contact Email Address:</b>	admin@llanharanprimary.rctcbc.cymru
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? No</b>	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
	£
	£
	£
	£
Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed for the application to be considered.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

To provide transport to St Peter's Church, Brynna for our Year 6 to attend Christmas Experience. Many of our pupils have not experienced a trip to church.

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

20 people in total

17 pupils live within the community of Llanharan

Are you a not for profit organisation?

Yes ☒ No ☐

How long has the organisation been established?

Over 30 years at this address

**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?

To pay for the cost of the bus to transport pupils to the church. If the pupils had to pay for transport to attend then it would cost approx £9 per pupil which is a lot to ask parents at this time of year, particularly with the current cost of living crisis.

How will the Grand Aid benefit the Community?

It will benefit the pupils to have the experience of attending church during the festive season.

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

Start Date: 11/12/23

Completion Date: 11/12/23

**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?

£160

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

£160

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

None

**Supply the following information dependant on grant applied for.**

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement **for ALL bank accounts** - provided
- Constitution or rules – on website
- VAT registration - no
- Is the organisation profit making? no
- Provide quotations for items the Grant will be used for. (enclosed)

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.

“Open the book” will continue to visit the school every two weeks to share old and new testament stories.

### 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 Primary School Fund

**Account Number**

40912417

**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: *Betha P.*

Date: 10/10/2023

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

Second Signature:

*J. Henderson*

Position held in organisation: *School clerk.*

Signed: *J. Henderson*

Date: 10/10/23

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

I was happy with the application process?	Yes <input 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?	

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



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).	Mid Glamorgan Mixed Choir
<b>Registered Charity Number (if applicable)</b>	N/A
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	Tony Esmond
<b>Full Postal Address of Applicant:</b>	6, The Woodlands Brackla Bridgend CF31 2JF
<b>Contact Telephone Number:</b>	Daytime: 0165666 8698 Mobile:0 7939 886 843
<b>Main Contact Email Address:</b>	tony.es@hotmail.co.uk
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b> No	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
	£
	£
	£
	£

<p>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.</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p>Please provide a brief description of the main aims and activities of the organisation applying for a Grant.</p> <p>Mid Glamorgan Mixed Choir is based in Llanharan Welfare Hall. Previously based in Pencoed. We relocated after the pandemic. We are a Community Choir with members from both BCBC and RCT. Whilst enjoying singing we also raise funds for local and national charities. Since being based in Llanharan we have started to build links with the local schools to get children involved in singing. We hold events within the hall for members of the community to come to, these have included a Cawl a Chan to celebrate St. David's Day and held a Christmas Carol Service which we are doing again this year. We have supported Connect to the Elderly and The Hedgehog Helpline is our current one, both local charities based in Llanharan.</p>	

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area? 30 with approx 15 to 20% but open for people to join.

Are you a not for profit organisation?

Yes ☒

No ☐

How long has the organisation been established?  
44 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?

Keeping a choir going is very difficult with many choirs folding after the pandemic. We lost 50% of the choir after Covid and there was a real possibility of the choir folding. Changing our base to Llanharan has saved the choir. We try to keep our costs down for members as much as possible and make it as accessible as possible to all. However we have fees to pay which are only just being met. We are looking at putting fees up slightly next year however if we were able to obtain a grant to help pay the rent this would help ease the pressure.

How will the Grand Aid benefit the Community?

It would mean that the choir continues and is still accessible to all members of the community. Events are regularly put on that members of the community can attend. We would be able to continue fundraising local charities and support local events. In addition to this we can continue to develop the relationships with schools and also give a platform for local musicians to perform at our concerts.

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

Start Date:1/1/24

Completion Date:31/12/24

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

What is the total cost of the project/items for which Grant Aid is required? £630

42 weeks at £15 per night = 630

Whilst the choir has funds in it's account apart from rent, we pay £65 per week out in total to our MD and Accompanist £85 if a concert.

We have to keep money back as a contingency if keyboard needs replacing. Currently losing money and having to draw on moneyheld in account.

What is the amount of Grant Aid the organisation would like to apply for? £300

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

Subs from members

Applied for grants

Fundraising

Seeking donations

### **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.

The choir has been in existence for nearly 45 years so everything is being done to ensure its future. We have raised our profile through social media, significantly increased our followers and continually seek new members.

#### **Section E: Payment Details**

## 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:

*WAF Smond*

Date:

*28/9/23*

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

Second Signature:

*S. Kewley*

Position held in organisation:

*Treasurer*

Signed:

*S. Kewley*

Date:

*28/9/23*

**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.

Second Signature:

Position held in organisation:

Signed:

Date:

**Completed application forms should be returned to:**

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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.

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*)

Mid Glamorgan Mixed Choir

**Account Number**

00530921

**Sort Code**

**60-16-48**

**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:

Date:

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

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

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

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



## Appendix One

### Llanharan Community Council Grant Feedback

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

I was happy with the application process?	Yes <input 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?	

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:*

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[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.

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

# **CONSTITUTION (February 2020)**

## **1. Name**

The name of the Choir shall be **The Mid Glamorgan Mixed Choir**, hereinafter referred to as “the Choir”.

## **2. Objects**

The objects of the Choir shall be:

- i. To provide inclusive and accessible singing opportunities for the local communities of Pencoed, Bridgend (town), Llanharan and Brynna
- ii. To strive to achieve the best musical standard possible without requiring auditions of prospective members
- iii. To perform concerts at locations throughout the district, and occasionally in the wider counties of Bridgend, RCT, Cardiff and the Vale of Glamorgan.
- iv. In years when concerts put the Choir in profit, to make donations to charities at the discretion of the committee. The charity for each year will be selected by the Choir annually by a simple majority vote, from a small selection proposed by the committee.

## **3. Membership**

Membership of the Choir shall be open to any person 18 years and over, who is interested in furthering the objects of the Choir. Younger people may also be admitted to the Choir at the discretion of the Music Director in conjunction with the committee.

No audition shall be required to join the Choir.

Members will pay regular subscriptions as agreed by the Choir at a General Meeting and attend regular rehearsals. As at 1 February 2020, these subscriptions stand at £2.00 per week.

An up to date list of membership of the Choir will be maintained by the committee.

The committee may grant Sponsorship status to persons who assist the Choir but do not wish to become singing members.

## **4. Officers and Committee**

The management of the Choir, and all its activities, shall be vested in the hands of a committee which must have as a minimum the following required roles:

- Chair
- Secretary
- Treasurer

The committee should also include the following elected posts, but dependant on the number of individuals volunteering for nomination, these roles may be ‘doubled up’ with other Committee roles, or even lie vacant if absolutely necessary:

- Vice-chair
- Social secretary
- Marketing and Publicity Officer
- Librarian
- Soprano representative
- Alto representative
- Tenor representative
- Bass representative

The officers and other committee members shall be elected by the Choir’s members, and from the Choir’s current membership, at the Annual General Meeting. They shall hold office until the next Annual General Meeting and be eligible for re-election. Should nominations exceed vacancies an election shall be held at the AGM and decided by simple majority.

The Musical Director and Accompanist shall also be entitled to sit on, and vote as members of, the committee, although they are not required to do so.

## **5. Meetings and Proceedings of the Committee**

- i. The committee shall hold at least 3 ordinary meetings each year. A special meeting may be called at any time by two thirds of the members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matter to be discussed.
- ii. The Music Director of the Choir and (where this is a different individual) the Accompanist of the Choir, shall be invited to attend committee meetings except when their position or remuneration are being considered; when present, they will be entitled to vote at committee meetings and at General Meetings.
- iii. The chairman shall act as chairman at meetings of the committee. If the chairman is absent from any meeting, the members of the committee present shall choose one of their number to be chairman before any other business is transacted.
- iv. There shall be a quorum when at least one third of the number of members of the committee for the time being, or three members of the committee (whichever is greater) are present at a meeting.
- v. In consultation with the Music Director, the committee will make forward plans, including setting an appropriate budget, for concerts and performances sufficiently in advance to have all preparations completed in time to commence rehearsals at the beginning of the term of the concert.
- vi. Every matter shall be determined by a majority of votes by the members of the committee present, but in the instance of a tied vote the chairman of the meeting shall have a second or 'casting' vote.
- vii. The committee shall keep minutes of the proceedings of the committee and any sub-committee and shall ensure that these are stored safely and that they are available for inspection as required.
- viii. The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- ix. The committee may appoint one or more sub-committees, consisting of 3 or more members of the committee, for the purpose of making any enquiry or supervising any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: providing that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

## **6. Finance**

- i. The financial year shall end on 31<sup>st</sup> March.
- ii. A bank account shall be maintained in the name of the Choir and operated by a minimum of two authorised persons including the Treasurer.
- iii. All receipts, including subscriptions, donations, sponsorship, concert tickets, shall be paid into the bank account in a timely manner.
- iv. All payments shall be authorised by the committee. All monies paid out shall be properly vouched for and a receipt obtained for the same.
- v. The financial accounts shall be audited or examined annually to the extent required by legislation or, if there is not such requirement, scrutinised by a person who is independent of the committee and then submitted to the members at the Annual General Meeting.
- vi. There shall be clear accounting of the following:-
  - monies received from concerts
  - monies received from grants and project sponsors
  - monies expended as charitable donations
  - monies expended for the benefit of choristers – for example on day trips etc.

## **7. Music Director & Other Professionals**

The committee will recruit and appoint a Music Director and agree their appropriate remuneration.

The Music Director shall be responsible for selecting the music to be performed, in consultation with the committee.

The Music Director shall rehearse the Choir in the music selected and conduct the Choir in any public performances.

The Music Director shall not incur any expense, on behalf of the Choir, without the express agreement of the committee.

The committee shall appoint other professionals as required, including an Accompanist who will be recommended by the Music Director.

## **8. General Meetings**

At the end of each financial year, an Annual General Meeting (AGM) will be held for which at least 21 days' notice shall be given to all members.

A Special General Meeting may be called by the committee for which 21 days' notice shall be given to members. A meeting may also be called upon written request signed by at least 5 members of the Choir.

The committee shall present to each AGM reports and audited accounts for the preceding year.

Every member shall have one vote at General Meetings, provided that they have sung in the Choir and paid subscriptions for the duration of their membership.

Apart from amendments to this constitution, which require a two thirds majority, all decisions at a General Meeting shall be decided by a simple majority vote. Where votes are equal, the chairman shall have an additional 'casting' vote.

A record of the proceedings at every General Meeting shall be kept by the secretary or other person appointed for the purpose.

There shall be a quorum when at least one third of the members of the Choir, or 10 members, whichever is the greater, are present at any General Meeting.

## **9. Policies**

The Choir will adhere to the following policies:

i. Equal Opportunities – No individual shall be excluded from membership of the Choir or debarred from any official capacity on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

ii. If young (that is, under 18 years of age) or vulnerable people are admitted to the Choir, an appropriate Safeguarding Policy will be maintained.

iii. If agreed by a General Meeting, a Hardship Policy will be operated to maintain members involvement in the Choir if they fall upon hard times.

iv. The data protection policy of the Choir is that:

- a) In the day to day running of the Choir it is necessary to record basic personal data to enable communication with members.
- b) The required information comprises, member's name, address, telephone numbers, email address and emergency contact.
- c) This information will not be shared with other parties and will be deleted one year after a member leaves the Choir.
- d) Members have the right to request that their personal details be deleted or amended.
- e) Members' information and images in the public domain, such as the Choir website, social media and concert programmes are not covered by this policy.

v. Members shall adhere to all aspects of rehearsal and concert etiquette, and dress in the uniform agreed at the latest AGM.

## **10. Alterations to the Constitution**

This constitution may only be altered by a two-thirds majority of the members present and voting at a General Meeting, provided that notice of the proposed alteration has been sent in writing to all members at least 14 days prior to the meeting.

## **11. Interpretation of this Constitution**

Any matter that is not covered by this constitution, or requires interpretation, will be resolved at the discretion of the committee.

For avoidance of doubt, any notice or communication by email shall satisfy any reference to "in writing" herein.

## **12. Dissolution**

The Choir may at any time be dissolved by a resolution passed by the committee, with a two thirds majority of attendees, and then ratified at either an Annual General Meeting or a Special General Meeting by a simple majority of attendees.

Such a resolution may also give instructions for the disposal of any assets held by or in the name of the Choir, provided that if any property remains after the satisfaction of any debts and liabilities, such property shall be given or transferred to a not-for-profit company, community group or registered charity which operates for the benefit of the local community which the choir serves (or to several such organisations).

Signed.....Position.....Date.....

Signed.....Position.....Date.....



## Current Account

Summary	
Statement Date	29 SEP 2023
Period Covered	30 JUN 2023 to 29 SEP 2023
Previous Balance	£3,118.82
Paid In	£966.00
Withdrawn	£980.00
New Balance	£3,104.82
BIC	NWBKGB2L
IBAN	GB55NWBK60164800530921

MRS S E LLEWELLYN  
30 WOOD GREEN  
BRIDGEND  
MID GLAMORGAN  
CF31 4AT

## Welcome to your new look NatWest Statement

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

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
30 JUN 2023	BROUGHT FORWARD			3,118.82
	Automated Credit S JAMES SADIE FP 30/06/23 1151 500000001158627251	20.00		3,138.82
	OnLine Transaction DHARAMSHI A ALEEM AND JOAN VIA MOBILE - LVP	20.00		3,158.82
03 JUL	Automated Credit ST JOHN GRIFFITH CHOIR FEE FP 03/07/23 0231 RP4652285993561300	10.00		3,168.82
	Automated Credit STINTON MC&J JUDITHS SUBS FP 03/07/23 0249 2375652364322009SO	10.00		3,178.82
	Automated Credit S JAMES SADIE FP 03/07/23 0204 400000001165092377	10.00		3,188.82
04 JUL	Automated Credit JONES DC DAVID JONES SUBS FP 04/07/23 0119 RP4650586824721300	10.00		3,198.82
05 JUL	Automated Credit RITCHIE NJ SUBS FP 05/07/23 0115 RP4650586825112300	10.00		3,208.82
06 JUL	OnLine Transaction ALEC BROOKS PX5, 1CONC VIA MOBILE - LVP FP 06/07/23 10 09144402392883000N		225.00	2,983.82
	OnLine Transaction PHILIP STINTON PX4, CONC VIA MOBILE - LVP FP 06/07/23 10 05144518239578000N		155.00	2,828.82
10 JUL	OnLine Transaction P BENJAMIN FLOWERS VIA MOBILE - LVP FP 10/07/23 10 16133204027894000N		15.00	2,813.82
12 JUL	Automated Credit K NORBURY KEREN SUBS FP 12/07/23 0201 500000001165609103	10.00		2,823.82
17 JUL	Automated Credit S FENDER SUBS FP 17/07/23 0105 500000001168223634	10.00		2,833.82
20 JUL	Automated Credit BENJAMIN PW+AM ANGELA PHILIP SUBS FP 20/07/23 1810 RP4659981539011100	20.00		2,853.82
21 JUL	OnLine Transaction PHILIP STINTON PX4 VIA MOBILE - LVP FP 20/07/23 10 39214033889844000N		90.00	2,763.82
	OnLine Transaction ALEC BROOKS PX3 VIA MOBILE - LVP FP 20/07/23 10 09214005485774000N		105.00	2,658.82
24 JUL	Automated Credit JOSEPHINE GRIFFITH JO GRIFFITHS NOV FP 24/07/23 0025 00151223632BBMKZHV	10.00		2,668.82
	Automated Credit H DUKE HAZEL FP 24/07/23 0042 400000001176726084	11.00		2,679.82
	Automated Credit DAVIES P A PENNY FP 24/07/23 0213 0794049454323209SO	10.00		2,689.82
25 JUL	Automated Credit MRS ELPHICK RACHEL ELPHICK FP 25/07/23 0052 000000000115481943	10.00		2,699.82



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			2,699.82
	Automated Credit MR & MRS JENKINS JOHN TENOR FP 25/07/23 0057 000000000115488138	10.00		2,709.82
26 JUL	Automated Credit LLEWELLYN SE FEES FP 26/07/23 0117 RP4650586836973900	10.00		2,719.82
28 JUL	Automated Credit CHRISTINE JONES SUBSCRIPTION FP 28/07/23 0027 00151223632BBMLJLH	10.00		2,729.82
	Automated Credit ESMOND W A SUBS FP 28/07/23 0225 4003948064327203SO	10.00		2,739.82
31 JUL	Automated Credit C MUGRIDGE CLAIR MUGS FP 31/07/23 0105 400000001180955579	10.00		2,749.82
01 AUG	Automated Credit ST JOHN GRIFFITH CHOIR FEE FP 01/08/23 0326 RP4652286013286500	10.00		2,759.82
	Automated Credit S JAMES SADIE FP 01/08/23 0239 400000001181905338	10.00		2,769.82
03 AUG	Automated Credit STINTON MC&J JUDITHS SUBS FP 03/08/23 0210 2952186354322009SO	10.00		2,779.82
04 AUG	Automated Credit JONES DC DAVID JONES SUBS FP 04/08/23 0122 RP4650586846675500	10.00		2,789.82
07 AUG	Automated Credit RITCHIE NJ SUBS FP 07/08/23 0127 RP4650586847661700	10.00		2,799.82
14 AUG	Automated Credit K NORBURY KEREN SUBS FP 14/08/23 0053 300000001187745510	10.00		2,809.82
17 AUG	Automated Credit S FENDER SUBS FP 17/08/23 0113 200000001182101658	10.00		2,819.82
22 AUG	Automated Credit JOSEPHINE GRIFFITH JO GRIFFITHS NOV FP 22/08/23 0013 00151223632BBMNJXF	10.00		2,829.82
24 AUG	Automated Credit DAVIES P A PENNY FP 24/08/23 0208 4717151454323209SO	10.00		2,839.82
	Automated Credit H DUKE HAZEL FP 24/08/23 0103 600000001189350945	11.00		2,850.82
25 AUG	Automated Credit MR & MRS JENKINS JOHN TENOR FP 25/08/23 0059 000000000116037502	10.00		2,860.82
	Automated Credit MRS ELPHICK RACHEL ELPHICK FP 25/08/23 0102 000000000116040700	10.00		2,870.82
	Automated Credit HUNTERS BRIDGED FR DONATION FP 25/08/23 1148 CBBPI1148534566211	200.00		3,070.82
29 AUG	Automated Credit LLEWELLYN SE FEES FP 29/08/23 0118 RP4650586859933500	10.00		3,080.82
	Automated Credit C MUGRIDGE CLAIR MUGS FP 29/08/23 0131 500000001192470867	10.00		3,090.82
	Automated Credit ESMOND W A SUBS FP 29/08/23 0119 7621719264328203SO	10.00		3,100.82
	Automated Credit CHRISTINE JONES SUBSCRIPTION FP 29/08/23 0035 00151223632BBMNWVP	10.00		3,110.82
	OnLine Transaction DHARAMSHI A ALEEM (JUL AUG) VIA MOBILE - LVP	40.00		3,150.82
01 SEP	Automated Credit LLEWELLYN SE CASH FEES FP 01/09/23 1315 RP4659986925086300	80.00		3,230.82
	Automated Credit S JAMES SADIE FP 01/09/23 0245 100000001191262115	10.00		3,240.82
	Automated Credit ST JOHN GRIFFITH CHOIR FEE FP 01/09/23 0347 RP4652286033535100	10.00		3,250.82
	OnLine Transaction TONY MUSIC VIA MOBILE - PYMT FP 01/09/23 10 01132338570368000N		390.00	2,860.82
04 SEP	Automated Credit JONES DC DAVID JONES SUBS FP 04/09/23 0153 RP4650586867622600	10.00		2,870.82
	Automated Credit STINTON MC&J JUDITHS SUBS FP 04/09/23 0220 2801651554323009SO	10.00		2,880.82
	Credit No.100708 518129	30.00		2,910.82



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			2,910.82
05 SEP	Automated Credit RITCHIE NJ SUBS FP 05/09/23 0118 RP4650586868251200	10.00		2,920.82
06 SEP	Automated Credit BENJAMIN PW+AM ANGELA PHILIP SUBS FP 06/09/23 1149 RP4659987534045700	20.00		2,940.82
07 SEP	Automated Credit N DELONGHI NADIA SEPT FP 07/09/23 1752 600000001198526089	12.00		2,952.82
12 SEP	Automated Credit K NORBURY KEREN SUBS FP 12/09/23 0121 300000001204410379	10.00		2,962.82
18 SEP	Automated Credit S FENDER SUBS FP 18/09/23 0047 600000001203989236	10.00		2,972.82
21 SEP	Automated Credit BENJAMIN PW+AM ANGELA PHILIP SUBS FP 21/09/23 1756 RP4659989369232200	20.00		2,992.82
22 SEP	Automated Credit M CLARKE MARCUS AND MANDY FP 21/09/23 2256 200000001202506057	21.00		3,013.82
	Automated Credit JOSEPHINE GRIFFITH JO GRIFFITHS NOV FP 22/09/23 0016 00151223632BBMQVVG	10.00		3,023.82
25 SEP	Automated Credit MRS ELPHICK RACHEL ELPHICK FP 25/09/23 0034 000000000116574793	10.00		3,033.82
	Automated Credit MR & MRS JENKINS JOHN TENOR FP 25/09/23 0037 000000000116578754	10.00		3,043.82
	Automated Credit DAVIES P A PENNY FP 25/09/23 0215 0985070454324209SO	10.00		3,053.82
	Automated Credit H DUKE HAZEL FP 25/09/23 0111 100000001204611634	11.00		3,064.82
26 SEP	Automated Credit LLEWELLYN SE FEES FP 26/09/23 0119 RP4650586880096600	10.00		3,074.82
28 SEP	Automated Credit CHRISTINE JONES SUBSCRIPTION FP 28/09/23 0021 00151223632BBMRHGP	10.00		3,084.82
	Automated Credit ESMOND W A SUBS FP 28/09/23 0220 5186560064327203SO	10.00		3,094.82
29 SEP	Automated Credit C MUGRIDGE CLAIR MUGS FP 29/09/23 0204 100000001207293008	10.00		3,104.82



#### Take control of your finances

Stay on top of your finances with our digital banking services.

To apply, visit

[www.natwest.com/mobile](http://www.natwest.com/mobile)

or to register for **Online Banking**, visit

[www.natwest.com/online](http://www.natwest.com/online)

App is available to personal and business customers aged 11+ using compatible iOS and Android devices and a UK or international mobile in specific countries

#### Switching to paperless statements

By switching to paperless statements if applicable, you could cut down on the clutter and reduce paper waste.

For more information, visit

[www.natwest.com/paperless](http://www.natwest.com/paperless)

You can change your paperless preferences in **Online Banking**, by selecting the **Paperless Settings** option

#### Need help with your finances

Whether you want to set up a savings goal to fund your dreams or make a financial plan for the future, we're here to help with our free financial health check.

To find out more visit:

[www.natwest.com/financial-health-check.html](http://www.natwest.com/financial-health-check.html)

#### Statement Abbreviations

N-S TRN FEE = Non Sterling Transaction Fee

VRATE = Variable Payment Scheme Exchange Rate

OD = Overdrawn

#### How to contact us

Message Us via the mobile app

Ask Cora, our digital assistant at:

[www.natwest.com](http://www.natwest.com)

24hr Lost/Stolen Cards:

**0370 600 0459**

24hr Fraud Helpline:

**0345 742 4365 (outside uk- 0044 289 8033)**

#### If you're a Business Customer:

24/7 Business banking support - 0345 711 4477 (Outside the UK +44 870 511 4477)

Find useful contact information visit on our 'contact us' page:

<https://www.natwest.com/business/support/contact-numbers.html>

Reporting online banking transactions, payments or scams - 0345 711 4477 (Outside the UK - +44 345 711 4477)

#### Or, if you're a Commercial, Corporate & Institutional customer:

Please contact your local sector service team or your relationship manager.

To use Relay UK, add 18001 in front of the numbers above.

Branch Address: **Bridgend(C) Branch, 28 Adare Street, Bridgend, CF31 1EN.**

#### Important information about compensation arrangements

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS).

Your eligible deposits with Natwest are protected by the Financial Services Compensation Scheme. This means that all deposits with one or more of National Westminster Bank Plc, NatWest Premier, Ulster Bank and Mettle are covered under the same FSCS limit. An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the website:

[www.FSCS.org.uk](http://www.FSCS.org.uk)

#### Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

If you need to contact us about a complaint, you can:

- Message Us via the mobile app
- Visit [www.natwest.com/complaints](http://www.natwest.com/complaints)
- Telephone 03457 888 444 (to use Relay UK add **18001** in front of the number)

**For a Braille, large print or audio versions of your statement  
call 03457 888 444 or contact your local branch  
(to use Relay UK add 18001 in front of the number).**



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.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	BRYNNA F.C. (clerks note, - Seniors)
<b>Registered Charity Number (if applicable)</b>	
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	RAY SHADE
<b>Full Postal Address of Applicant:</b>	BRYNNA HOUSE BRYNNA ROAD BRYNNA PONTYCLUN R.C.T. CF72 9 QF
<b>Contact Telephone Number:</b>	Daytime: Mobile: 07899924956
<b>Main Contact Email Address:</b>	RAYSHADE1945@GMAIL.COM
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b> YES	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
2022	£ 708
2021	£ 800
2019	£ 800
2018	£ 700
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 MAIN AIM OF THE CLUB IS TO PROMOTE  
SPORT / FOOTBALL TO THE PEOPLE OF BRYNNA  
AND THE SURROUNDING AREAS. WE WOULD LIKE  
TO HELP PEOPLE TO TAKE PART IN GAMES,  
TRAINING, COACHING, ASSISTING IN ANY CAPACITY  
THEY CAN OR EVEN WATCHING AND SUPPORTING  
THE CLUB.

IT IS ALSO AN AIM TO PROMOTE THE HEALTH AND  
WELL BEING OF THE LOCAL YOUNGSTERS, AND  
IT IS A CLUB WHERE JUNIORS CAN INTEGRATE  
TO SENIOR LEVEL.

WHERE THIS YEAR WE ARE NOW RUNNING  
3 TEAMS.

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

THERE ARE OVER 90 PLAYERS AND  
6 COACHES, PLUS ADMIN. INVOLVED, BRINGING  
IT UP TO CLOSE ON 100 PEOPLE.  
AT LEAST 95% LIVE IN OR NEAR  
THE LLANHARAN AREA, OR HAVE LIVED HERE  
AND MOVED.

Are you a not for profit organisation?

Yes ☒ No ☐

How long has the organisation been established?

1907

## 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 MONEY WILL BE USED  
TOWARDS THE RUNNING COSTS OF  
THE CLUB, I.E. NEW KIT  
NEW BALLS  
FIRST AID ETC.

How will the Grant Aid benefit the Community?

IT IS OF BENEFIT TO THE  
COMMUNITY, BECAUSE IT GIVES  
PLAYERS AND ANYONE ASSOCIATED  
WITH THE CLUB A PURPOSE IN LIFE,  
IT COULD ALSO BE DEEMED AS A HEALTH  
AND FITNESS SCHEME.  
BUT ANYONE IS WELCOME TO TRAINING  
EVEN IF THEY DO NOT PLAY, AND IF THEY  
WANT TO HELP IN THE RUNNING OF THE  
CLUB THEY ARE WELCOME. AGE IS NO  
BARRIER

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

Start Date: TRAINING STARTED IN JULY  
SEASON STARTED IN AUGUST.

Completion Date: PROBABLY MAY 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?

TOTAL COST FOR LAST SEASON WAS £13500. THIS INCLUDED COSTS FOR HIRING 3G TO PLAY ON SATURDAY AND TRAINING. AND WE ALSO RAN A 320 TEAM BUT ONLY IN FRIENDLY GAMES

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

£1000

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

COMMUNITY SHOP. £200  
WINDMILLS £100  
AND WE HAD A CONTRIBUTION FROM A BUS COMPANY OF £150

### 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.

A FOOTBALL SEASON CAN LAST ANYTHING FROM 8 TO 10 MONTHS AND THE SUPPORT YOU PROVIDE IS OF REAL BENEFIT TO THE RUNNING OF THE CLUB. THERE ARE SO MANY THINGS THE MONEY CAN BE SPENT ON, AS THIS SEASON WE WILL BE WORKING FOR A NEW KIT FOR OUR THIRD TEAM, THERE IS ALSO COST FOR BALLS, REPAIR OR REPLACEMENT OF SHIRTS, SHORTS, SOCKS, WASHING OF KIT, REFS FEES CLEANING OF CHANGING ROOMS, AND UNFORTUNATELY THESE GET MORE EXPENSIVE AS TIME GOES ON

### Section E: Payment Details

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

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

BRYNNA FOOTBALL CLUB

**Account Number**

8405 7467

**Sort Code**

60 16 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:

*R Hade*

Date:

*31/08/2023*

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

Second Signature:

Position held in organisation:

*CHAIR*

Signed:

*R Hade*

Date:

*31/8/23.*

### 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:	RAY SHADE
Organisation:	BRYNNA F.C.
Address:	BRYNNA HOUSE BRYNNA RD BRYNNA PONTYCLUN CF72 9QE
Telephone:	07899924956
Email address:	RAYSHADE1945@GMAIL.COM
Website:	_____
Reason for previous application: (Project/activity name/details)	TO KNABLE BRYNNA FOOTBALL CLUB, TO EMBRACE THE SPORT OF FOOTBALL AND ENCOURAGE THE SUPPORT OF PLAYERS AND THE LOCAL COMMUNITY.
Amount received:	£708
Date received:	2022

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 ENABLES US TO MAINTAIN AND DEVELOP INTEREST IN THE FOOTBALL CLUB AND THIS SHOWS IN THE NUMBERS THAT WE NOW HAVE.

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:	RAY SHADE
Organisation:	BRYNNA FC
Address:	BRYNNA HOUSE BRYNNA RD BRYNNA CF72 9QF
Telephone:	07899924956
Email address:	RAYSHADE1945@GMAIL.COM
Date & Amount granted:	2022 £708
Specific reason for grant: What was the grant for:	TO ENABLE BRYNNA FC. TO DEVELOP AND EXPAND I.E. NOW RUNNING A THIRD TEAM IN A LEAGUE.
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

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

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

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

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

*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**

# BRYNNA FC. BALANCE SHEET 2022/23

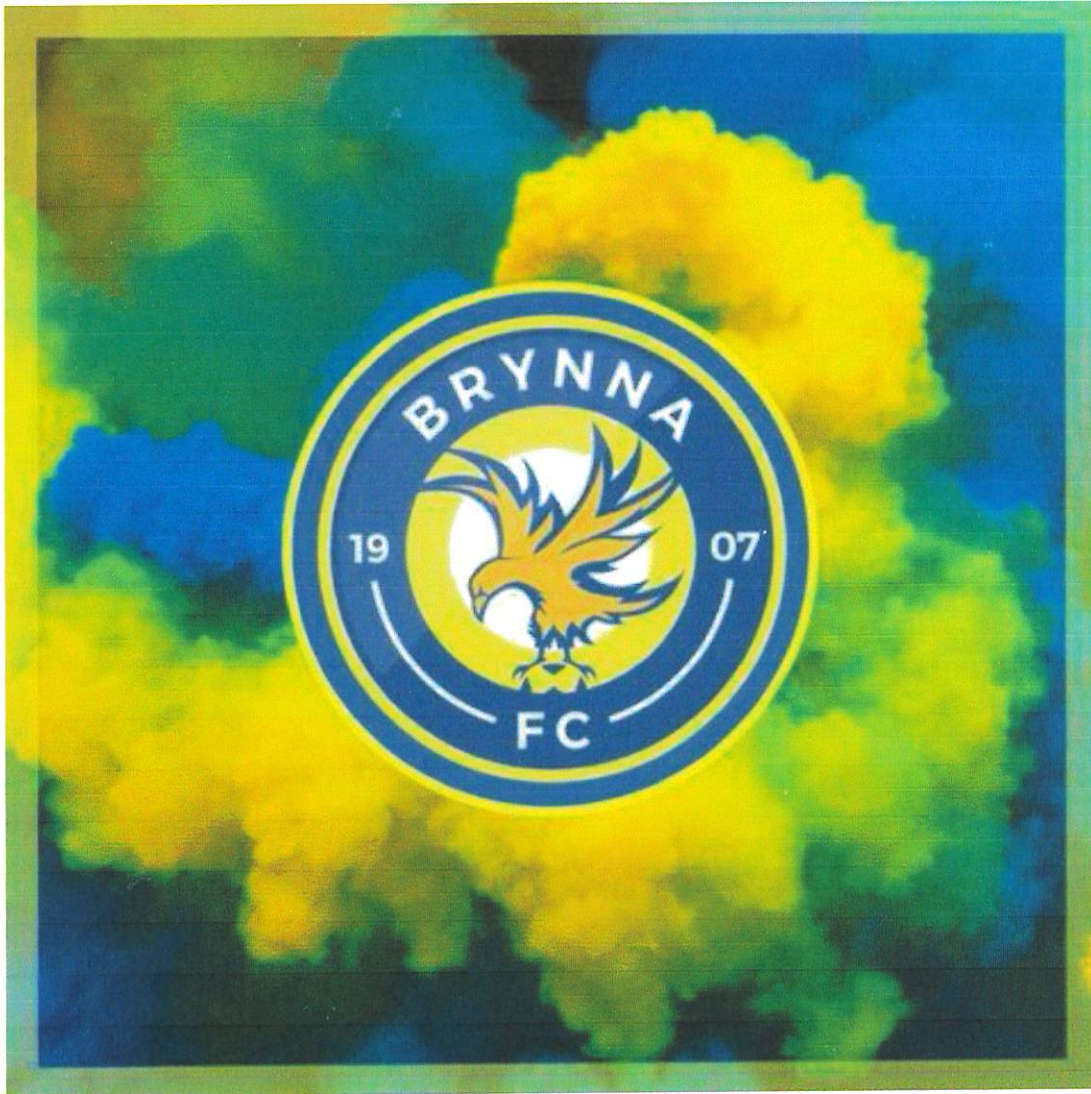
INCOME		EXPENDITURE	
R/F	892.00	COLLAGE 3G PITCH	3580.00
COMMUNITY SHOP	200.00	3G PITCH COMMUNITY CENTRE	68.00
TOTAL	2519.00	LAUNDRY	1615.00
PLAYERS SUBS	10546.00	SHOWER CLEANING	250.00
WINDMILLS	100.00	REFS FEES	1095.00
BUS CONTRIBUTION	150.00	PITCH FEES (AWAY)	120.00
		PROTECTIVE CLOTHING	280.00
		SKIP HIRE (CLEAN OUT SWD)	130.00
		DUGOUT REPAIR	350.00
		S.W F A	50.00
		REGISTRATION FEES	499.00
		FINES	490.00
		NEW BALLS	231.00
		COACH HIRE	1010.00
		NEW KITS	1280.00
		TOTAL TICKETS	238.00
		REGION WREATH	40.00
		AFFILIATION	40.00
		SENIOR CUP	25.00
		FIRST AID	100.00
		LEAGUE FEES 3 <sup>RD</sup> TEAM	100.00
		PRESSENTATION NIGHT	949.00
		REFRESHMENTS	981.00
		KIT REPLACEMENT	40.00
Total.	14407.00		13561.00

BALANCE £846

SECRETARY  
CHAIRMAN

R Hale  
*[Signature]*

# CLUB CONSTITUTION.



2021.

## **1. Name**

The club shall be called Brynna Football Club (hereinafter called the 'Club').

## **2. Affiliation**

The club shall be affiliated to the South Wales Football Association.

## **3. Aims and Objectives**

The club shall aim to positively promote Amateur Football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

## **4. Equality Statement**

The club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

## **5. Welfare Statement**

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the South Wales Football Association.

## **6. Membership**

- 6.1 The club shall consist of the Officers and the members.
- 6.2 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.
- 6.3 All members are also required to abide by the appropriate Code of Conduct of the Bridgend and District Football League, or whichever League we may be promoted to.
- 6.4 The Management committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.
- 6.5 Members under the age of eighteen shall be considered as junior members.
- 6.6 Junior members shall not have the right to vote at Committee meetings but are entitled to elect one representative who shall have the right to vote.

## **7. Membership Fees**

- 7.1 Membership fees shall be set at the Annual General Meeting. The level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education and junior members.
- 7.2 Annual membership fees shall be collected in August of each year and are payable to the Club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the playing season.

## **8. Management Committee**

- 8.1 The Management Committee will act for the members of the club and shall be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer, Team Managers, and any Committee members.
- 8.2 These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year but may seek re-election at the following year's AGM.
- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.

- 8.5 The quorum necessary for Management meetings shall be 3.
- 8.6 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.7 Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.8 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

## **9. Finance**

- 9.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.
- 9.2 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.
- 9.3 The financial year of the club starts on 1<sup>st</sup>. April and ends 31<sup>st</sup>. March.
- 9.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

## **10. Annual General Meeting and other meetings**

- 10.1 The Annual General Meeting (AGM) of the club shall be held in May of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 10.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 10.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 10.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.

- 13.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 50% of members of the club.

#### **14. Review of the Constitution**

- 14.1 This Constitution should be reviewed a minimum of once every two years.
- 14.2 Any amendments to the Constitution can only be agreed at the Club's AGM.
- 14.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
- 14.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 14.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 14.6 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
- 14.7 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

Account Name  
BRYNNA FOOTBALL CLUB  
CLUB AND SOCIETY CURRENT ACCOUNT

Account No Sort Code Page No  
84057467 60-16-48 1 of 2



NatWest

00020955/00040284/389 0014333-0001-0  
BRYNNA FOOTBALL CLUB  
BRYNNA HOUSE, BRYNNA ROAD  
BRYNNA  
PONTYCLUN  
CF72 9QF



#### Current Account

Summary	
Statement Date	05 JUL 2023
Period Covered	06 JUN 2023 to 05 JUL 2023
Previous Balance	£1,794.89
Paid In	£0.00
Withdrawn	£949.00
New Balance	£845.89
BIC	NWBKGB2L
IBAN	GB42NWBK60164884057467

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JUN 2023	BROUGHT FORWARD			1,794.89
27 JUN	Cheque 000266		949.00	845.89

