



LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the **Audit Committee** meeting held by video link at 7pm on Tuesday 7th July 2022 in accordance with the:
Local Government and Elections (Wales) Act 2021

Present: Councillors, Chris Parker, Robert Lewis-Watkin JP, Rhys Jenkins, Will Thomas.

Clerk to the Council: Leigh Smith

Office Administrator: Lisa Phillips

Apologies: Cllr Janine Turner.

Absent: Councillors David Evans, Geraint Hopkins JP.

A2022/009 Welcome and apologies for absence RESOLVED

Apologies and a reason for absence received from Councillor Janine Turner and approved by Council.

A2022/010 Disclosures of personal and/or prejudicial interests

Councillor Robert Lewis-Watkin declared a personal and prejudicial interest in relation to a grant application from Brynna FC with regards to agenda item 7. He left meeting whilst the item was considered.



A2022/011 Minutes of meeting held Tuesday 11th January 2022

RESOLVED

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

A2022/012 Matters arising

None

A2022/013 Minutes of meeting held Tuesday 15th March 2022

RESOLVED

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

A2022/014 Matters arising

None

A2022/015 Financial Regulations

RECOMMENDED

The Clerk to produce a second draft of the proposed revised Financial Regulations based on discussions held during the meeting, and for this draft to be presented to a future meeting of the audit Committee.

A2022/016 Grant Applications

RECOMMENDED

- To grant Bryncae FC the amount of £500 for the reasons specified in the application (broadly, general running costs).
- To grant LCDP the amount of £2000 for the reasons specified in the application.(Playday community event on 3rd August 2022).
- To grant Llanharan FC the amount of £900 for the reasons specified in the application (broadly, general running costs and expansion of teams).



- To grant Llanharan Rainbow Guides the amount of £400 for the reasons specified in the application. (Membership fees and for bulbs and flowers at war memorial and near the church hall).
- To grant Llanharan Horticultural Society the amount of £1200 for the reasons specified in the application. (General running costs and the hire of a van). **Or** the amount of £950 if it can be arranged that the Community Council van be made available to avoid the hire of a van.
- To grant Brynna FC the amount of £708 for the reasons specified in the application. (broadly, general running costs). The Clerk to clarify whether CIL could be used for the repairs to the dugouts and if so to inform the club of the CIL grant application process.

A2022/017 Urgent information or items for future agenda

None

There being no further business, the meeting closed at 8.55pm

The next meeting of the Audit Committee will be held on 8th September 2022

Cllr. Chris Parker
Chair of the Audit Committee



LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the **Audit Committee** meeting held by video link at 7pm on Tuesday 11th January 2022 in accordance with the:
Local Government and Elections (Wales) Act 2021

Present: Councillors: Roger Turner (Chair), Chris Parker, Robert Lewis-Watkin JP, Barry Stephens JP.

Clerk to the Council: Leigh Smith

Office administrator: Christina Badham.

Absent: Councillors Will Thomas, Daniel Morelli.

A2022/001 Welcome and apologies for absence
No apologies were received.

A2022/002 Disclosures of personal and prejudicial interests
None

A2022/003 Minutes
RESOLVED

The minutes of the Audit Committee meeting held on 16th November 2021 by remote attendance were approved as a true and accurate record of the meeting.

A2022/004 Matters arising
None



A2022/005 Proposed draft budget for 2022/23

The draft budget report was discussed at length. Members raised concerns over the rising cost of living for residents whilst recognising the importance of producing a balanced budget. Accordingly, the proposed budgeted expenditure was reduced by removing the contingency allowance of £15,000 in order to minimise the rise in precept whilst maintaining current reserves.

Recommended

That the draft budget be amended and presented for consideration by full Council resulting in the following outcomes:

- A balanced budget with total expenditure set at £251,154
- A total income of £251,154. Comprising precept and 'other income'
- A resultant Band D Council tax rate of £75.40 representing an increase of 16.79% or £10.84 per annum generating a precept of £243,094 .

A2022/006 Urgent matters for discussion.

None.

There being no further business, the meeting closed at 8.00pm

Cllr. Roger Turner
Chair of the Audit Committee



LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the **Audit Committee** meeting held by video link at 7pm on Tuesday 15th March 2022 in accordance with the:
Local Government and Elections (Wales) Act 2021

Present: Councillors: Roger Turner (Chair), Chris Parker, Robert Lewis-Watkin JP.

Clerk to the Council: Leigh Smith

Apologies: Cllr Barry Stephens JP.

Absent: Councillors Will Thomas, Daniel Morelli.

A2022/007 Welcome and apologies for absence
No apologies were received.

A2022/008 Deferral of business.
All business was deferred to a future meeting of the Committee.

There being no further business, the meeting closed at 8.00pm

Cllr. Roger Turner
Chair of the Audit Committee



Llanharan Community Council

For review July 2022, Items to be changed/queried/considered in Red

Officers notes in blue

FINANCIAL REGULATIONS Version 2.02

These Financial Regulations were adopted by the council at its meeting on 17th December 2020.

Notes.

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

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FINANCIAL REGULATIONS Version 2.02**Statement:**

The Clerk of the Council and the Project Officer/Assistant Clerk are for the purpose of this document the Proper Officers of the Council.

The Clerk of the Council is the Responsible Financial Officer.

In the context of these Standing Orders the terms:

1. "RFO" refers to the Responsible Financial Officer.
2. "A.G.M." refers to Annual General Meeting.
3. "the Chair" refers to Chairperson of the Council and or 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 Deputy (or Vice) Chairperson of the Council and or Deputy (or Vice) 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. a 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 wilful 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 Proper Officer has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO:
- a. acts under the policy direction of the Council.

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- 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

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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,
- g. shall be a matter for the full Council only.

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 grant over £3,000
- c. a single commitment in excess of £3,000 and
- d. 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.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council. Reword to show that full reconciliation presented to and approved by Audit comm?(quarterly?) or appoint member and put in mechanism
- 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. Make timescales explicit here.
- 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:
- be competent and independent of the financial operations of the Council,
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
 - to demonstrate competence, objectivity, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
 - 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:

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- 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
- 2.8. 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.
- 2.9. 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. [Make this explicit](#)
- 2.10. 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. [Make explicit which, if any committees have delegated budgets](#)
- 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.
- 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.

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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 £3,000 or more except where previously and specifically delegated to a committee
- b. a duly delegated committee of the Council for any item costing over £1,000 but less than £3,000 except where specifically delegated to that committee, or
- c. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee, for any item costing £1,000 or less. [Sundry items? How is this covered here? This isnt emergency items under 4.7 new clause? See 5.10](#)

4.2. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Proper Officer, and where necessary also by the appropriate Chair [Proper officer expenditure. Not currently using slips. Reword to say retrospective approval by FC via routine spend report?](#)

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 budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. 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'). [Monitoring mechanism? YTD v budget to each audit comm?](#)

4.5. Unspent provisions in the budgets for completed projects shall not be carried forward to a subsequent year.

4.6. 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 [signed by the Proper Officer and the Chair of Council or relevant committee](#). The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. [Be more explicit. Who carries out review and do we want to sign or minute from Audit Committee? HR Committee ? or FC?](#)

4.7. 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 as soon as possible and to the Council as soon as practicable thereafter.

4.8. 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:

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- a. that the necessary funds are available and the requisite borrowing approval has been obtained.
 - b. all capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the **Audit committee (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. The Audit Committee (or such committee has directed by resolution of the Council) shall make its observations known to the next available Council meeting. **Take out brackets. Be more explicit, Present to every audit committee meeting? (Change standard agenda accordingly)**
- 4.10. 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, 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. This is intentionally blank

5.5. **The RFO shall prepare a schedule of single payments of over £3,000 requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. OR obtain a minute reference for approval to spend (note: It makes no sense to ask for approval once the invoice is obtained, as this usually means the work has already been carried out).**

- 5.6. The Council shall review the schedule for compliance and, having satisfied itself **shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. This does not reflect current practice and is unworkable.** as per 5.5 above. **Reword to say all expenditure over £3k to be approved in advance by minute. Retrospective approval also covered by minute accepting receipts and expenditure monthly in FC. No physical signing required.**

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5.7. 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 authorised committee. *LS note: minute refs to be noted on rialtos or elsewhere. Myself and Tina. Note if not specifically auth then which clause of these regs noted (eg delegated)*

5.8. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

5.9. The RFO shall have the delegated authority to take all steps to raise payment:

- a. 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 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.
- b. of an expenditure item authorised under 5.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- c. 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 Council.

5.10. For each financial year the RFO shall 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 for the year provided: *Add sundries?? eg delegate spend for budget for office expenditure?*

- a. that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to
- b. a list of such payments made is submitted to the next appropriate meeting of Council *and be signed by two members on each and every occasion* - thus controlling the risk of duplicated payments being authorised and / or made.

5.11. *In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £3,000 shall before payment, be subject to ratification by resolution of the Council.*

Reword to say Audit scrutinises FC ratifies by resolution ALL grant payments

5.12. 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

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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.

- 5.13. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.14. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member. [What does this mean? Remove?](#)
- 5.15. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may 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 Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Proper Officer or RFO 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 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 (at least one of which must be a member).
 - 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:

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- a. that the instructions are signed by two authorised signatories (at least one of which must be a member)
- 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 (at least one of which must be a member) 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 (at least one of which must be a member) 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 BACS or CHAPS shall be renewed by resolution of the Council at least every two years. Remove?

6.9. If thought appropriate and in accordance with Regulation 5, payment for certain items may be made by internet banking transfer:

- a. provided evidence is retained showing which signatory assigned the payment and which signatory authorised the payment.

6.10. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.

6.11. The bank mandate approved by the Council shall identify at least 2 Councillors who will be authorised to approve transactions on those accounts.

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- 6.12. 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. *Is this valid? Remove?*
- 6.13. 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 and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments. *As access to bank account is via card reader, can this clause be removed?*
- 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. *Reword - We hold an electronic record of passwords only available to the officers and the chair?? Safeguards??*
- 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. Breach of this Regulation will be treated as a profoundly serious matter under these regulations.
- 6.19. *Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member. A programme of regular checks of standing data with suppliers will be followed. Can this be removed? And reworded to ensure due diligence? We do not keep a record and most BACS details are on invoices.*
- 6.20. Any Debit Card issued for use will be specifically restricted to the Proper Officer [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed - *Add to say unless altered by resolution of Council. (We currently have 3 credit cards). alter in line with 6.21 below??*
- 6.21. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [Finance Committee]. Transactions and purchases

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made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee].

- 6.22. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. See 6.20 above
- 6.23. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.24. The Council will not maintain any form of petty cash float. All cash received must be banked intact. 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. Reword to say unless specifically authorised by Council. note: We currently keep a small float at 'the pantry'.

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. 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.
- 7.2. 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.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [Council] [relevant committee]. Make explicit FC approval required.
- 7.4. 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
 - b. by the internal auditor

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- c. by the external auditor or
- d. by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

7.5. 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.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. 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. as to terms and purpose. 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, does not have access to Council's online banking arrangements.

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.

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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).

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 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.

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- 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 (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services ~~less a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.~~ Add provision for email notification or other means of issue. Clerk to setup a mechanism for retention
- 10.2. Order books shall be controlled by the RFO.
- 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 11.1 below.
- 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.
This needs to be made explicit in the day to day operation and in papers for Council

11. CONTRACTS

11.1. The RFO shall draw up a list of approved contractors initially based on the list maintained by the Unitary Authority (Rhondda Cynon Taf CBC or its successor) and approved by Council and may make recommendations for contractors to be added to that list subject to an assessment of but by no means limited to, 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. Unsuitable. Reword to check for liability insurance, due diligence etc... but allow flexibility. No ref to RCT lists.

11.2. 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:

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- 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.
 - 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.
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. 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) .
- c. 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.
- d. Such invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post. 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.
- e. All seal tenders submitted are to be opened at the same time, after the stated closing date by the RFO 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.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 54 and shall refer to the terms of the Bribery Act 2010.
- g. 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 11.1., where the value:

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- is less than £25,000 and greater than £6000 the RFO shall obtain 3 quotations (priced descriptions of the proposed supply)
 - is below £6,000 and above £1,000 the Proper Officer or RFO shall strive to obtain 3 estimates of the cost of proposed supply
 - otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quotation or estimate.
- i. 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.

11.3. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff Do we hold a register of interests? If not do for new council .

- a. 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.
- b. 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.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. 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).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments.
- 12.3. 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.

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12.4. Any variation to a contract or addition to or omission from a contract must be approved by the Council and:

- a. The RFO to inform the contractor in writing.
- b. the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. **Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered** and goods must be checked as to order and quality at the time delivery is made. **Remove this wording?**

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually. **Note: Asset register to be updated with more detail for tools etc... but not consumables (uncessesary)**

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.

14.2. 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. **Project underway**

14.3. 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 £1,000.

14.4. 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).

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- 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 (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Reg. 14.3. above, 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.

14.6. 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. [Add to asset register check - Annual inspection](#)

15. INSURANCE

15.1. Following the annual risk assessment (per Financial Regulation 17), 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.

15.2. 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.

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it [To be added to asset register review](#).

15.4. 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.

15.5. 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 [annually] by the Council, or duly delegated committee.

16. CHARITIES

16.1. 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. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer [with the RFO] shall prepare, for approval by the Council, 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. [LS Check](#)
- 17.2. When considering any new activity, the Proper Officer [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.
- 18.2. 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.
- 18.3. 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 has been drawn up and presented in advance to all members of Council.

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

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

No payments will be paid by cash.

SECTION A: ABOUT YOU

Name of Organisation:

(Please note that if you are successful, payment will be made to a bank account registered in this name).

BRYNCHE FOOTBALL CLUB.

Registered Charity Number (if applicable)

N/A.

Name of Main Contact:

(All correspondence will be addressed to this person)

Steve Richards.

Full Postal Address of Applicant:

94 PENYBONTY Rd.
PENCOEN.
CF35 5PT.

Contact Telephone Number:

Daytime:

Mobile: 07581076933

Main Contact Email Address:

S.RICHARDS75@BTINTERNET.COM

Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?

If the answer is yes, please complete the box below:

Date	Amount
21-22	£ 800
20-21	£ 499
19-20	£ 800
	£
<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 checked="" type="checkbox"/> No <input type="checkbox"/></p>	

✓

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

FOOTBALL SPORTS CLUB.

TO ENABLE MEMBERS OF THE LOCAL
COMMUNITY TO JOIN A FOOTBALL CLUB
TRAINING + MATCHES.

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

45+ MEMBERS.

Approx 70-80%.

Are you a not for profit organisation?

Yes ☒ No ☐

How long has the organisation been established?

2005.



SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

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

TRAINING EQUIPMENT.

TRAINING KIT

FOOTBALL KIT

TRAINING SHIRTS

MATCH SHIRTS.

How will the Grant Aid benefit the Community?

TO ENSURE SPORT/FOOTBALL IS AVAILABLE
TO THE LOCAL COMMUNITY IN
THE WAY OF FOOTBALL.

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

Start Date: 2022

Completion Date: 2023

✓

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?

£500

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

£500

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

members fees paid weekly in Subs
+ fundraising.

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

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

C. £500 - £2,000

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

**Section D: Sustainability**

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

Yes ☒

No ☐

If yes, provide details.

Paid for with fundraising + members fees.

Section E: Payment Details

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

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

BRYNCRE FOOTBALL CLUB.

Account Number

73566306

Sort Code

55-61-50

✓

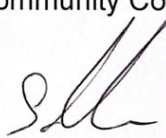
SECTION F: Completing the application

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

Declaration:

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

Signed:



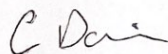
Date: 28/6/22.

Please note that this form requires two signatures:

Second Signature: CRAIG DAVIES

Position held in organisation: CHAIRMAN

Signed:



Date: 28/6/22.

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.



Appendix One

Llanharan Community Council Grant Feedback

Name:	Steve Richards
Organisation:	Bryncae Football Club.
Address:	96 Penybont Rd, Pencader. CF35 5PM.
Telephone:	07581076933.
Email address:	SRICHARDS75@BTINTERNET.CO.UK.
Website:	@BRYNCAEFC.
Reason for previous application: (Project/activity name/details)	TRAINING EQUIPMENT. FOOTBALLS. TRAINING KIT
Amount received:	\$800
Date received:	JAN 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?	THE FOOTBALL CLUB CONTINUES TO ADD MEMBERS OF THE LOCAL 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
01443 231430



Appendix Two

Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	Steve Richards.
Organisation:	BRUNAE. FOOTBALL CLUB
Address:	94 PENYBONT RD, PENCOED, CF35 5PT.
Telephone:	07581 076 933
Email address:	S.RICHARDS75@BTINTERNET.COM.
Date & Amount granted:	JAN 22 - £800.
Specific reason for grant: What was the grant for:	TRAINING EQUIPMENT. TRAINING KIT. FOOTBALLS. MATCH BALLS
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? (State what evidence is required here): Applicant to provide the evidence.	RECEIPTS ATTACHED BANKS - £93. KIT - £48.93. KIT - £240. KIT £440. TOTAL £821.93.
Did the donation achieve its aims in relation to making a difference to the Community?	YES - FOOTBALL CLUB CONTRIBUTES TO OFFER TO MEMBERS OF THE LOCAL 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
 01443 231430

Bryncae Football Club Season 2021/2022



IN	Out
<u>£254</u> Balance from 2020/2021	£633 Pant 3g Pitch Training
£2,578 Subs	£600 RCT Pitches
£856 Fundraising/Cards	£93 Balls match/training
£190 Fines (club and player)	£735 Referees
£800 Community Council	£784 Laundry
£300 Bryncae Arms Sponsorship	£350 Fines (club and player)
	£489 Playing Kit
	£240 Coach Jackets/Wear
	£120 Trophies/Presentation

Total In

£4,978 Total Out

£4,044

Balance

£933

00651044
2 01814454
03505 01



Branch details
Pontypridd (A) Branch
1 Taff Street
Pontypridd
Rhondda Cynon Taff
CF37 4UU

K38900/01814454/I 556150/03505



MR STEVEN RICHARDS
BRYNCAE FOOTBALL CLUB
94 PENYBONT ROAD
PENCOED
BRIDGEND
CF35 5PT

For Bank use

Account Number 73566306
Branch sort code 55-61 -50
National Westminster Bank Plc
Branch sort code 55-61 -50
National Westminster Bank Plc
National Westminster Bank Plc

Current Account

Summary

6 May 2022 to 1 Jun 2022
Sheet 141

Previous balance	1,372.90
Withdrawn	440.15
Paid in	0.00
New balance	932.75

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). 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 FSCS website at www.FSCS.org.uk

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

BRYNCAE FOOTBALL CLUB
BUSINESS ACCOUNT

BIC NWBK GB 2L
IBAN GB23 NWBK 5561 5073 5663 06



Account Number 73566306
Branch sort code 55-61-50
National Westminster Bank Plc
Branch sort code 55-61-50
National Westminster Bank Plc
NATIONAL WESTMINSTER BANK PLC

BRYNCAE FOOTBALL CLUB
BUSINESS ACCOUNT

02/02/2022 09:18:00

Picking / Despatch Note

Order Ref: BGH1004811
Order Date: 02/02/2022
Due Date: 03/02/2022
PO Ref: N/A
Internet Ref: eb05-08212-06

Customer ID: 741498
Taken By: Khaos Control

Deliver To:
Steven Richards
94 penybont road pencoed
ebayejn54r2
Cardiff
Bridgend
CF35 5PT
Tel: 07581076933
Fax:

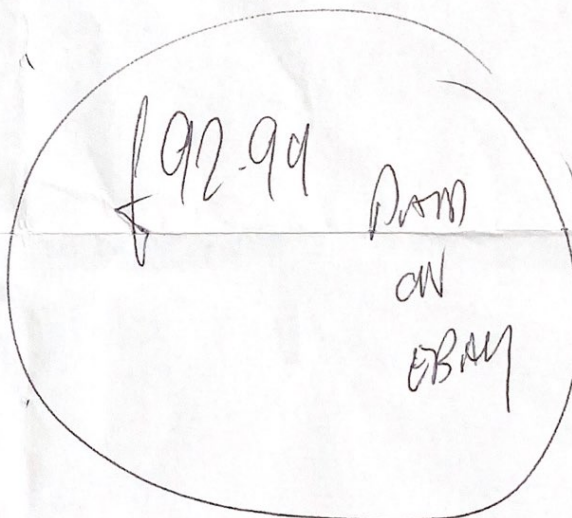


Big Game Hunters
Chadwick Farm
Garford
Oxfordshire
Oxon
OX13 5PD
Tel: 01865 392439

www.biggamehunters.co.uk
sales@biggamehunters.co.uk

Courier:

Stock Code	Description	Qty	Location	Comments	Picked
BB1118B32-W(A42)	----> MITRE IMPEL 2021 WHITE/GREEN SIZE 5 (SB	10			
2580	----> LUSUM 10 BALL MESH CARRY BAG (SB B14)	1			



Notes / Special Instructions

Picked By: _____

Packed By: _____

Checked By: _____

Mid Glamorgan
United Kingdom

07581076933

Mid Glamorgan
United Kingdom

07581076933

Product Details	Qty	Unit Price	Unit VAT	Total Price
Joma Phoenix GK Set Colour: Green Fluor/ Size: 1	1	£17.49	£3.50	£17.49
Joma Phoenix GK Set Colour: Pink Fluor/Black	1	£17.49	£3.50	£17.49

Item(s)

£34.98

Total Net

£40.77

2 VAT

70148.93

[View Order](#)

If you have any queries, please do not hesitate to contact us.



30 Sports, Unit 1A Chettisham Business Park, Lynn Road, Chettisham, Ely.

2



Grip Active Sports Limited
CEME Campus Marsh Way
London
RM13 8EU
United Kingdom

Order Sheet

Date: 02-12-2021
PO# GAS-202112003

www.gripactive.com
Phone No: 07880580030



Bryncae FC
Ashley Knill
75 Llys Gwyn
Bridgend
CF31 1LD
United Kingdom
07506 558648

Summary

Product Type	Quantity	Per Unit	Total
Midlayer - Black/Yellow (Fabric - Speedo) Club Logo Sublimation (Printed Logo)	6	£25.00	£150.00
Polo Shirt - Black/Yellow Club Logo Sublimation (Printed Logo)	6	£15.00	£90.00
TOTAL			£240.00



QUOTATION

3Q Reference:

3Q7274

3Q Sports Teamwear Ltd
Unit 1a Chettisham Business Park, Lynn Road, Ely, CB6 1RY
support@3qsports.co.uk | 01353 663333 | www.3QSPORTS.co.uk







Customer Address

Bryncae Fc
94 Penybont Road
Pencoed
Bridgend
Mid Glamorgan
CF35 5PT
United Kingdom

Delivery Address

Bryncae Fc
94 Penybont Road
Pencoed
Bridgend
Mid Glamorgan
CF35 5PT
United Kingdom

Quote Details**3Q Sales Rep** Ashton**Quote Date:** 18/05/2022**Quote Valid for 30 days from Quote date.**

Image	Code	Description	Qty	RRP	Disc %	3Q Price	Total
	BAG405	FREE KIT BAG Black One Size	1	£ 0.00	0 %	£ 0.00	£ 0.00
	400054.100	Joma Classic II Socks Black L	15	£ 6.99	30 %	£ 4.89	£ 73.35
	101291.201	Joma Inter Shirt (Long Sleeve) White/Black XL	15	£ 26.99	30 %	£ 18.89	£ 283.35
	PB	Printed Badge	15	£ 2.10	0 %	£ 2.10	£ 31.50
	PSN - 3Q	Printed Shirt Number - 3Q 230mm	15	£ 2.20	100 %	£ 0.00	£ 0.00
	PSL - One Colour	Printed Sponsor - One Colour One Colour	15	£ 3.00	0 %	£ 3.00	£ 45.00

3Q Sports require payment to proceed with this quotation unless otherwise agreed.

Payment can be made by the following options:

BACS: Sort Code - 30-64-79 A/C No. 35931260 (Order number as reference)

Cheques payable to: 3Q Sports Teamwear Ltd


Credit/Debit Cards/PayPal (Excluding American Express) Please pay via your online account login.
Alternatively please request a payment link to be sent across to you.

Goods Net:	361.01
Delivery:	5.79
Order Net:	366.80
VAT:	73.35
Total:	440.15



LLANHARAN COMMUNITY COUNCIL

Application Form for Community Groups

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	Llanharan Community development Project Ltd 
Registered Charity Number <i>(if applicable)</i>	1064957
Name of Main Contact: (All correspondence will be addressed to this person)	Katie Evans Jane Hawkshaw
Full Postal Address of Applicant:	Llanharan Drop in centre 23a Bridgend Road Llanharan RCT CF72 9RD
Contact Telephone Number:	Daytime: 01443 229723 (Katie) or Mobile: 07766107056 (Jane)
Main Contact Email Address:	Katie@LCDP.org.uk Jane@LCDP.org.uk



Has the organisation received Grant Aid or CIL Fund from Llanharan Community Council in the past 3 years? YES If the answer is yes, please complete the box below:

Date	Amount
October 2020 Halloween Packs	£ 200
Community Activities Fund	£ 300
Community support – during COVID	£ 400

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

LCDP Mission is to develop and empower the community through learning, play and partnerships. Llanharan Community Development Project Ltd (LCDP) seeks to identify and address the needs and well-being of the people primarily within the areas of Llanharan, Brynna and Bryncae. Through partnerships and employing local qualified staff, we aim to deliver high quality childcare, play opportunities and education.

As a community organisation we strive to support National and local priorities to support children and their families as well as the older generation in our community.

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

We have over 535 children and young people involved in LCDP services that are part of the community, daily we have 12 children and their families accessing our day nursery, families with babies and toddlers. We have 35 staff and 20 volunteers all local working across a variety of locations in the community. We have weekly Adult Education classes and Wellbeing support services where we have approximately 15 to 20 adult service users a session in the morning and in the afternoon that have returned to classes for social and emotional support as well as to learn a skill. We have activity club two evenings a week where children with additional needs attend play sessions as well as weekly Youth Club so there are lots of activities for many ages of our community, where 95% of our membership live in our community in areas of Brynna, Bryncae, Llanharan, Llanilid and 5% from the surrounding communities of Pontyclun and further afield that travel to us for these valuable services combating loneliness and isolation.



Are you a not for profit organisation?

Yes ☒

No ☐

How long has the organisation been established?

LCDP has been in existence for **26 years**. The organisation was established in July 1996.

**SECTION B: For what purpose are you applying for a CIL grant?
FOR GRANT AID?**

We would like to apply for support to offer a quality Play Day experience for all the community, with COVID recovery research has demonstrated the importance of getting out and Playing in the local community. Playday is a national day where we can celebrate the importance of Play

How will the fund benefit the Community?

The fund will help the community to;

All to play for – building play opportunities for *all* children.

This year's theme aims to highlight that play is for everyone. Play happens everywhere, every day, and is the right of every child and young person. Playday encourages families, communities, and organisations large and small, to consider how they can build better opportunities for all children to play. Following the challenges children and young people have faced over the past two years due to the Covid-19 pandemic, play is more important than ever.

- **Play** is essential for children and young people's physical and mental health.
- **Play** allows children and young people to make friends, develop relationships, and have fun together.
- **Play** enables children and young people to feel connected to their communities, leading to happier communities for all.
- **Play** has an important role in helping children and young people cope with stress and anxiety, deal with challenges, and make sense of what's happening around them.



We are calling for more play, better play, every day! In our community. Please support us to put on this event in our local community on National Playday planned for Wednesday 3rd August 2022.

Play Day helps us to promote the importance of Play in our community. Supporting creative and imaginative play assessing risk and developing resilience.



Enabling children and young people to develop positive relationships, offering opportunities they may not have access to at home.



Brining the community together – developing cohesive supportive communities.



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

Start Date: The planning has begun and will continue, the actual Playday event is planned for **Wednesday 3rd August** on Llanharan Rugby field.

Completion Date: 3rd August 2022 with your support

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

What is the total cost of the project that is required?

We have worked out a number of play areas to suit all ages and welcoming spaces for the family the day is projected to cost **£3,900**

What is the amount of funding the organisation would like to apply for? **£2,000** the maximum grant we are allowed to apply for would enable us to make the event the best it can be, ensuring the event is FREE and inclusive for ALL to enjoy.



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

LCDP have applied to RCT Play team and local Business for support and we continue to do so.

Section D: Sustainability

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

YES –Drop-in Centre is open to the public everyday Monday to Friday 8am to 9pm on some days of the week, the organisation plan and deliver Playschemes all year round in Brynna and Llanharan as well as our termly Play Tots Playgroup based in Brynna, our all year round LCDP Day Nursery based at Drop in Centre as well as the Adult and Youth Services to support future community groups and initiatives supporting service users weekly for many, many years to come.

If yes, provide details.

We are committed to continuing our valuable community groups and support the wellbeing of Community members long-term working in partnership with a number of providers from RCTCBC, Play and Childcare teams, Play Wales, YEPS, RHA, Be Active team, MIND Cwm Taff, Interlink Wellbeing Officers, Llanharan and Pencoed Medical Centre, Cwm Taf Health Board, Education, Estyn, and CIW.

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*)

LCDP

Account Number

21509314

Sort Code

40 44 48



SECTION F: Completing the application

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

Declaration:

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

Signed: **Katie Evans**

Date: 30/06/2022

Please note that this form requires two signatures:

Second Signature: Jane Hawkshaw

Position held in organisation: Trustee

Signed:

A blue ink signature of Jane Hawkshaw, written in a cursive style.

Date: 30/06/2022

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.

Please note any applications received after the deadline date will 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/Responsible Financial Officer
Llanharan Community Council
2 Chapel Road
Llanharan
CF72 9QA**

clerk@llanharan-cc.gov.wales
01443 231430

Company No: 03226397
Charity No: 1064957

THE COMPANIES ACTS 1985 AND 1989

**MEMORANDUM
AND
ARTICLES OF ASSOCIATION
OF
LLANHARAN COMMUNITY DEVELOPMENT PROJECT**

Incorporated on 18th July 1996
Amended by Special Resolution dated 19th January 2006

Geldards LLP
Solicitors
Dumfries House
Dumfries Place
Cardiff
CF10 3ZF

Geldards LLP
Cyfreithwyr
Tŷ Dumfries
Plas Dumfries
Caerdydd
CF10 3ZF

**THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION
OF
LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED**

- 1 The name of the Company is **Llanharan Community Development Project Limited** (and in this document it is called 'the Charity')
- 2 The registered office of the Charity is to be situated in Wales
- 3 The objects of the Charity (in this document referred to as 'the Objects') are to relieve poverty, advance education and provide facilities for recreation and leisure time occupation in particular within the community of Llanharan and with particular regard to such persons who are unemployed or who are suffering the consequences of economic disadvantage by the provision of training and resources through such charitable means as may be deemed appropriate in order to contribute to the development of the area both economically and socially
- 4 In furtherance of the Objects but not otherwise the Charity may exercise the following powers:
 - 4.1 to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise provided that this shall be without prejudice to the ability of the Charity to disclaim any gift, legacy or bequest in whole or in part in such circumstances as the Charity may think fit, and provided also that the Charity shall not undertake any taxable trading activities and shall conform to any statutory regulations;
 - 4.2 to charge fees for services, including for the hire or use of premises and equipment, and for goods produced or supplied by the Charity as and when the Charity considers it necessary and appropriate to do so in order to recover its outlay, provided that such charging shall not be on a profit making basis and shall not involve engaging in any taxable trading;
 - 4.3 to enter into contracts with other bodies or persons, to make or receive payment and to provide or receive goods or services on such contracts for the achievement of the Objects, provided that in doing so the Charity shall not enter into any substantial permanent trading;
 - 4.4 to operate bank or building society accounts in the name of the Charity and to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other similar instruments;

- 4.5 to borrow and raise money on loan or advance in such manner and upon such security as the Charity shall think fit;
- 4.6 to invest in the name of the Charity the monies of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities and property as the Charity may think fit, subject nevertheless to such conditions and consents as may for the time being be imposed or required by law;
- 4.7 to expend the funds of the Charity in such manner as the Charity shall consider most beneficial for the achievement of the Objects;
- 4.8 to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges and to construct, maintain, alter or improve any buildings which the Charity may think fit for the promotion of the Objects;
- 4.9 to insure to full value against loss or damage any property owned by or in the possession or use of the Charity and to pay the premiums for such insurance from the funds of the Charity;
- 4.10 to sell, let, mortgage, turn to account or otherwise dispose of all or any of the real or personal property of the Charity;
- 4.11 to employ and pay such staff (who shall not be Directors of the Charity) as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- 4.12 to insure and indemnify all employees and voluntary workers of the Charity against loss, accident, death, personal injury, professional liability and all other such risks incurred in the performance of their duties to a value which the Charity may think fit (but which shall at least be to any minimum value for the time being required by law) and to pay the premiums for such insurance from the funds of the Charity;
- 4.13 to commission or undertake research and to publish or disseminate the findings of research or other information in support of the Objects provided that in so doing the Charity shall not undertake political campaigning;
- 4.14 to provide, support or assist in the provision of exhibitions, meetings, conferences, seminars, lectures or other similar activities for the achievement of the Objects provided that in so doing the Charity shall not undertake political campaigning;
- 4.15 to cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, books, periodicals, magazines, leaflets, reports or other documents or films or recorded tapes provided that in so doing the Charity shall not undertake political campaigning;
- 4.16 to establish or support or aid the establishment and support of any charitable trusts, associations or institutions formed for all or any of the Objects;
- 4.17 to subscribe to, become a member of, amalgamate or co-operate

with other charities, voluntary bodies or other bodies not formed for the purposes of profit, and to co-operate with statutory bodies in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them;

- 4.18 to bring together in association representatives of charities, voluntary bodies, statutory bodies and other bodies not formed for the purposes of profit within the area of benefit of the Charity with the aim of promoting co-operation and collaboration in the achievement of the Objects;
- 4.19 to obtain, acquire or purchase all permits, licences or intellectual property rights which the Charity shall think necessary for the lawful conduct of its activities or to ensure the protection of its property;
- 4.20 to institute or defend legal proceedings relating to the Charity, its property, its employees and voluntary workers and its Directors, and to meet legal costs (where these are not recoverable from other parties) from the funds of the Charity, subject to such consents required by law;
- 4.21 to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation, incorporation, registration, maintenance and administration of the Charity;
- 4.22 to do all such other lawful things as are necessary for the achievement of the Objects.

5 The income and property of the Charity shall be applied solely towards the promotion of the Objects of the Charity and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to the members of the Charity, and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity. Provided that nothing in this document shall prevent any payment in good faith by the Charity:

- 5.1 of reasonable and proper remuneration for any services rendered to the Charity by any member, officer or servant of the Charity who is not a trustee;
- 5.2 of interest on money lent by any member of the Charity or trustee at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees;
- 5.3 of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company;
- 5.4 of reasonable and proper rent for property conveyed or let by any member of the Charity or a trustee;
- 5.5 to any trustee of reasonable out-of-pocket expenses.

6 The liability of the members of the Charity is limited

- 7 Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1 (one pound), to the Charity's assets if it should be wound up while she or he is a member or within one year after she or he ceases to be a member, for payment of the Charity's debts and liabilities contracted before she or he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of contributories amongst themselves
- 8 If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object

**THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION
OF
LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED**

Definitions and interpretation

1 In these Articles:

'the Charity' means the company intended to be regulated by these Articles;

'the Act' means the Companies Act 1985 including any statutory modification or re-enactment of the Act for the time being in force;

'the Articles' means these Articles of Association,

'the Memorandum' means the Memorandum of Association of the Charity;

'the Directors' means the directors of the Charity (who shall be regarded as the Trustees of the Charity for the purposes of charity law), and a 'Director' has a corresponding singular meaning. The Directors may collectively be referred to as 'the Management Committee';

'the Secretary' means the Secretary of the Charity or any other person appointed to perform the duties of the Secretary of the Charity, including a joint, assistant or deputy Secretary;

'the Office' means the registered office of the Charity;

'clear days' in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

'the United Kingdom' means Great Britain and Northern Ireland.

2 Subject as aforesaid, words or expressions contained in these Articles and in the Memorandum shall, unless the context requires otherwise, bear the same meaning as in the Act but excluding any statutory modification not in force when these regulations become binding upon the Charity.

3 The Interpretation Act 1978 shall apply to these Articles as it applies to any Act of Parliament.

Membership

4 The subscribers to the Memorandum and such other persons or bodies as are admitted to membership in accordance with these Articles shall be members of the Charity.

5 Membership shall not be transferable and shall cease upon death.

6 No person or body shall be admitted to be a member of the Charity unless her/his or its application for membership is approved by the Directors.

7 The Directors may admit to membership:

7.1 any person who has attained the age of 18 (eighteen) years and who is in agreement with the Objects of the Charity, without discrimination between persons on any other grounds; or

7.2 any society, unincorporated association or company which is in agreement with the Objects of the Charity;

provided that only persons and bodies shall be admitted who qualify for one of the membership categories specified in Article 8.

Categories of membership

8 Every member upon admission shall be allocated to one of the following categories of membership at the absolute discretion of the Directors:

8.1 Full Membership shall be open to:

8.1.1 any person who lives or works in Llanharan or the immediately surrounding area; or

8.1.2 any society, unincorporated association or company not formed for the purposes of profit which is based or operating within Llanharan or the immediately surrounding area and which shall nominate an individual to represent it at general meetings of the Charity.

8.2 Associate Membership shall be open to:

8.2.1 any individual who does not qualify under Article 8.1.1 but who supports and is willing to contribute to the furtherance of the Objects of the Charity, subject nevertheless to the limitations of Article 20.2

8.2.2 any society, unincorporated association or company which does not qualify under Article 8.1.2 which shall nominate an individual to represent it at general meetings of the Charity, subject nevertheless to the limitations of Article 20.2

9 Any employee of the Charity shall be eligible to be a member of the Charity but she or he shall not have the right to hold office as a Director or to nominate another member to any such office or to participate in any ballot for electing a member or members to any such office.

Application for and admission to membership

10 Any person wishing to become a Full or Associate Member of the Charity shall lodge with the Directors a written application for membership in such form as the Directors shall from time to time decide, signed by her or him.

11 Any society, unincorporated association or corporate body wishing to become a Full or Associate member of the Charity shall lodge with the Directors a written application for membership in such form as the Directors shall from time to time decide, signed by the appropriate officials of the

applicant body and giving details of its nominated representative.

12 All applicants for membership of the Charity shall lodge with the Directors such other supporting evidence as the Directors may require.

13 Each application for membership and (where applicable) other supporting evidence shall be considered by the Directors at their first meeting after its receipt.

14 If the Directors resolves at any meeting to admit an applicant to membership, the Directors shall notify the applicant in writing accordingly within a period of 7 (seven) days after the meeting and such notification shall include:

14.1 details of the membership category to which the applicant has been assigned; and

14.2 a request for payment of any annual subscription fee applicable to the category of membership for the time being in force as provided for in Articles 31 to 34

15 Any resolution by the Directors to admit an applicant to membership shall be deemed conditional on the payment by the applicant of the full amount of any annual membership subscription for the time being in force, as provided for in Articles 31 to 34

Register of members

16 The Directors shall keep a Register of Members. In addition to the particulars required by section 352 of the Act, there shall be entered against each name on the register details of:

16.1 the membership category to which the member has been assigned; and

16.2 in the case of a society, unincorporated association or corporate body, the name of its authorised representative; and

16.3 in the case of a member who is also or who later becomes an employee of the Charity, a statement to that effect.

The Directors may at any time by notice in writing request any member to provide them with such evidence and particulars as are necessary and reasonable for the purpose of maintaining the Register.

Refusal of membership

18 The Directors may at their discretion refuse to admit any person or body into membership, notwithstanding that the person or body in question fulfilled the qualifications for membership, in such cases where it considers there are reasonable grounds to do so; provided that any person or body whose membership is refused shall have the right to be heard by the Directors before a final decision is taken, and thereafter a right of appeal to a general meeting of the Charity, subject to the limitation of Article 20

19 If the Directors resolve at any meeting to refuse admission of an applicant to membership they shall notify the applicant in writing accordingly within a period of 7 (seven) days after the meeting and such notification shall include:

- 19.1 the reasons why membership was refused; and
 - 19.2 details of the applicant's rights to be heard as provided for in Article 18 but subject to Article 20.
- 20 The Directors shall be bound to refuse to admit an applicant to membership in cases where:
- 20.1 she, he or it does not meet the requirements for membership; or
 - 20.2 her, his or its admission to Associate Membership would result in Full Members ceasing to constitute a majority of at least two thirds of the total membership.

In cases where the Directors are bound to refuse admission to membership the applicant shall have no right of appeal or to be heard by the Directors, although the Directors may grant such a hearing at their discretion.

- 21 The Directors shall have the right to refuse to accept or to request the substitution of a person nominated by a society, unincorporated association or corporate body as its authorised representative in cases where:
- 21.1 the person in question is already entered in the Register of Members either as a current individual member or as the authorised representative of another body in membership; or
 - 21.2 the person in question has previously had her or his membership of the Charity terminated by resolution of the Directors.

Termination of or expulsion from membership

- 22 Any person or body wishing to withdraw from membership shall lodge with the Charity a written notice of retirement in such form as the Directors shall from time to time decide. Upon receipt of such notice by the Charity she, he or it shall cease to be a member of the Charity; provided that after such retirement the number of members is not fewer than 2 (two).
- 23 The Charity may, by special resolution, terminate the membership of any person or body in cases where:
- 23.1 any annual membership subscription for the time being in force has not been paid by the end of the 28th (twenty eighth) day after the accounting reference date on which it fell due; or
 - 23.2 the Charity believes that the actions of the member in question have brought, or risk bringing the Charity into disrepute; or
 - 23.3 the Charity believes that the member in question has breached any explicit rules of the Charity or other reasonable rules or standards of good order.
- 24 The Directors shall report all such actions to terminate membership to the next general meeting of the Charity which shall investigate the conduct of the member in question and resolve appropriately. Any member under investigation shall have the right to address the Charity in general meeting before a final decision is made.

- 25 Any member wishing to propose the expulsion of another person or body from membership shall lodge with the Directors a written notice of her, his or its intention to do so (identifying the member concerned and stating the grounds for the proposed expulsion) not less than 2 (two) weeks before the date of the next general meeting of the Charity.
- 26 The Directors shall, on receipt of a notice under Article 25, send a copy of the notice to the member concerned who shall have the right to make written representations to the Directors with regard to the notice. If the Directors receive such representations (unless they are received too late for them to do so) they shall:
- 26.1 state the fact of the representations having been made in the notice convening the meeting at which the resolution is to be proposed; and
- 26.2 send a copy of the representations to every person or body to whom notice of the meeting was or is given.
- 27 Whether or not a copy of written representations has been given to each of the persons entitled to receive notice of the meeting under Article 26.2, the member in question shall have the right to be heard at the meeting before a final decision is taken.
- 28 Failure to follow correctly any of the provisions of the preceding Articles shall render any resolution for the expulsion of a person or body from membership invalid.
- 29 A person or body whose membership is terminated under Articles 22 to 27 shall cease to be a member with effect from the time at which the resolution to expel her, him or it was passed.
- 30 A person or body whose membership is terminated or who tenders resignation of membership of the Charity shall not be entitled to the refund of any annual subscription paid in respect of the accounting year in which the resignation or expulsion takes effect.
- Membership subscriptions**
- 31 The Charity may, by ordinary resolution, introduce an annual subscription for membership, and determine the amount of such a subscription and vary the amount from time to time and from one membership category to another and introduce or revoke any concessions or waivers in special circumstances.
- 32 Any annual subscription for the time being in force shall be due on each accounting reference date of the Charity and shall (subject to Articles 30 and 34) be deemed to relate to the period from one accounting reference date to the next.
- 33 The Directors shall give to all members not less than 10 (ten) clear days' notice of such accounting reference date; each notice shall specify the amount of membership subscription which will be due and shall state the possible consequence (under Article 23.1) of failure to make payment.

- 34 Any person or body who ceases to be a member of the Charity for whatever reason shall not be entitled to any refund of any annual subscription paid by her, him or it, whatever the period between the date on which the membership subscription last fell due and the date of ceasing to be a member.

General meetings

- 35 The Charity shall hold an Annual General Meeting of its members in each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it.
- 36 Not more than 15 (fifteen) months shall elapse between one Annual General Meeting and the next; provided that so long as the Charity holds its first Annual General Meeting within 18 (eighteen) months of its incorporation, it need not hold it in the year of its incorporation or in the following year.
- 37 Subject to Article 36 and to the requirements under section 366 of the Act, the Annual General Meeting shall be held at such times and places, as the Directors shall decide.
- 38 All general meetings of the members of the Charity other than Annual General Meetings shall be called extraordinary general meetings.
- 39 The Directors may call extraordinary general meetings and, on the requisition of the members pursuant to the provisions of section 368 of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not less than 8 (eight) weeks after receipt of the requisition. If there are not within the United Kingdom sufficient Directors to call an extraordinary general meeting, any Director or any member of the Charity may call an extraordinary general meeting.

Notice of general meetings

- 40 An Annual General Meeting and an extraordinary general meeting called for the passing of a special resolution or a resolution requiring special notice shall be called by at least 21 (twenty one) clear days' notice. All other extraordinary general meetings shall be called by at least 14 (fourteen) clear days' notice but a general meeting may be called by shorter notice if so agreed:
- 40.1 in the case of an Annual General Meeting, by all the members entitled to attend and vote; and
- 40.2 in the case of any other meeting by a majority in number of the members having a right to attend and vote, being a majority together holding not less than 95% (ninety five per cent) of the total voting rights at the meeting of all members.
- 41 The notice of all general meetings shall specify the time and place of the meeting and the general nature of the business to be transacted. It shall also state the terms of any resolution, which is to be proposed as a special or extraordinary resolution.
- 42 The notice of all general meetings shall be given to all members of the Charity, Directors and to the auditors of the Charity.

- 43 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person or body entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at general meetings

- 44 No business shall be transacted at any general meeting of the Charity unless a quorum is present. 8 (eight) persons entitled to vote upon the business to be transacted, each being a member, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
- 45 If the quorum required under Article 44 is not present within half an hour from the time appointed for the commencement of the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be determined by the chairperson of the meeting.
- 46 The Chairperson of the Directors (or in her or his absence the Vice-Chairperson) shall, if present, preside as chairperson of the meeting. If neither the Chairperson or the Vice-Chairperson is present or willing to act as chairperson within half an hour from the time appointed for the commencement of the meeting the Directors present shall appoint one of their number to act as chairperson of the meeting or, if only one Director is present and willing to act, she or he shall be chairperson.
- 47 If no Director willing to act as chairperson is present within half an hour from the time appointed for the commencement of the meeting, the members present shall elect one of their number to act as chairperson.
- 48 A Director shall, notwithstanding that she or he is not a member of the Charity, be entitled to attend and speak at any general meeting.
- 49 The Chairperson may, with the consent of a meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place; provided that no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had an adjournment not taken place.
- 50 When a meeting is adjourned for 28 (twenty-eight) days or more, at least 7 (seven) clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 51 A resolution put to the vote of a meeting shall be decided upon by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded by:
- 51.1 the Chairperson of the meeting; or
 - 51.2 at least 2 (two) members having the right to vote at the meeting; or
 - 51.3 a member or members representing not less than one tenth of the total voting rights of all the members having the right to vote at the meeting.

- 52 Unless a poll is demanded in accordance with Article 51, a declaration by the Chairperson that a resolution has been carried or carried unanimously or by a particular majority, or lost or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution.
- 53 The demand for a poll may be withdrawn before the poll is taken, but only with the consent of the Chairperson. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for a poll was made.
- 54 If a poll is demanded in accordance with Article 51 it shall be taken at once by means of a secret ballot of all the members present and entitled to vote and shall be conducted in such a manner as the Chairperson shall direct. The result of such a poll shall be declared at the meeting at which the poll was demanded and shall be deemed to be the resolution of that meeting.
- 55 A resolution in writing signed by all the members entitled to attend and vote at a general meeting shall be as effectual as if it had been passed at a general meeting. Such a resolution may consist of several documents in the same form, each signed by one or more members.

Votes of members

- 56 Subject to Articles 9, 58 and 59 every member of the Charity shall have one vote.
- 57 Votes at general meetings may be given either personally by members or their appointed representatives or by proxy. The instrument appointing a proxy shall be in writing under the hand of the appointer and shall be deposited with the chairperson of the general meeting before a poll is taken. A proxy need not be a member of the Charity.
- 58 No member of the Charity shall be entitled to vote at any general meeting either in person or by appointment of a proxy unless all monies then payable by her or him in the form of subscriptions or otherwise have been paid in full.
- 59 On any resolution, which is put to the vote, whether on a show of hands, or on a poll, in the case of an equality of votes the Chairperson of the meeting shall be entitled to a second or casting vote.
- 60 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairperson of the meeting whose decision shall be final and conclusive.

Management Committee (Directors): composition

- 61 The business of the Charity shall be managed and administered by a Management Committee, who shall be regarded as the Directors of the Charity for the purposes of the Act and the Trustees of the Charity for the purposes of charity law.

62 The Management Committee shall consist of a maximum of 15 (fifteen) persons as follows:

62.1 a maximum of 12 (twelve) members of the Charity appointed or elected at the Annual General Meeting of whom at least two thirds shall be full members of the Charity, whose nomination, appointment and retirement is provided for by Articles 64 to 70; and

62.2 a maximum of 3 (three) members co-opted by the Directors who need not be members of the Charity, whose co-option and retirement is provided for by Articles 71 and 72.

63 The first Directors shall be those persons named in the statement delivered pursuant to section 10 (2) of the Act, who shall be deemed to have been appointed under the Articles. Future Directors shall be appointed as provided for subsequently in these Articles.

Appointment and retirement of elected Directors

64 At the first Annual General Meeting all the Directors shall retire from office, and at every subsequent Annual General Meeting one third of the Directors who are subject to retirement by rotation or, if their number is not 3 (three) or a multiple of 3 (three), the number nearest to one third shall retire from office; but if there is only one Director who is subject to retirement by rotation she or he shall retire. Directors subject to retirement by rotation shall be those provided for by Article 62.1.

65 Subject to the provisions of the Act, the Directors to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment, but as between persons who became or were last re-appointed Directors on the same day those to retire shall be agreed among themselves, or otherwise be determined by lot.

66 The notice of an Annual General Meeting as provided for in Article 35 shall be accompanied by an invitation to all Full Members of the Charity (with the exception of any employees of the Charity who may be members) to nominate themselves or another member, whether Full or Associate, to the Directors. Such invitation shall not be extended to Associate Members or to any non-member entitled to receive notice of the Annual General Meeting.

67 Nominations made in accordance with Article 66 shall be in writing and in such form as the Directors may from time to time decide and shall be signed by the Full Member making the nomination. Nominations shall be received by the Charity at least 7 (seven) days before the date of the Annual General Meeting.

68 At each Annual General Meeting the Charity shall by ordinary resolution appoint as Director any member of the Charity in respect of whom a written nomination has been received in compliance with Article 67, provided that:

68.1 no member shall be appointed if, as a result, the number of Directors would exceed the maximum number provided for in Article 62.1; and

68.2 no member shall be appointed who is disqualified from acting under the provisions of Article 75.1.

- 69 In the event that the number of nominations lodged with the Charity in compliance with Article 67 exceeds the number of vacancies, a secret ballot shall be held at the Annual General Meeting. Those persons receiving the highest number of votes in favour of their appointment, up to but not exceeding the maximum number of vacant places available, shall by ordinary resolution be appointed as Directors, provided that no person is appointed in this manner who is disqualified from acting under the provisions of Article 75.1.

- 70 A Director who is due for retirement may be nominated for a further term in compliance with the requirements of Article 67 without limit to the number of consecutive periods in office she or he may serve if duly re-appointed.

Co-option and retirement of co-opted members

- 71 The Directors may at any time co-opt any additional person, who need not be a member of the Charity, to be a Director in cases where they consider the person in question has knowledge, skills or experience which would assist the Directors in the performance of their duties, provided that no person shall be co-opted:

71.1 if, as a result, the number of co-opted Directors would exceed the maximum number provided for in Article 62.2; or

71.2 who is disqualified from acting under the provisions of Article 75.1.

- 72 A Director co-opted under Article 71 shall retire at the end of the Annual General Meeting next after the date on which she or he was co-opted, but she or he may be co-opted by the Directors for a further term without limit to the number of consecutive terms she or he may hold office.

Vacancies

- 73 The Directors may at any time appoint any member of the Charity to fill any vacancy in the number of elected Directors, provided that:

73.1 no appointment of an Associate Member is made which would result in the number of Associate Members exceeding the proportion provided for in Article 62.1; and

73.2 no member is appointed who is disqualified from acting under the provisions of Article 75.1.

- 74 A member appointed as Director under Article 73 shall hold office only until the conclusion of the next Annual General Meeting at which time she or he shall retire and shall not form part of the body of Directors subject to retirement by rotation. A Director retiring in this manner may be nominated for a further term in compliance with the requirements of Article 67 without limit to the number of consecutive terms she or he may hold office.

Removal and disqualification of Directors

- 75 A Director shall cease to hold office if she or he:

75.1 is prohibited by virtue of any provision of the Act from acting as a company director or is disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-

enactment or modification of these Acts); or

75.2 becomes incapable for medical reasons of fulfilling the duties of her or his office and such capacity is expected to persist for a period of longer than 6 (six) months; or

75.3 becomes an employee of the Charity; or

75.4 resigns her or his office by written notice to the Charity (but only if at least 3 (three) Directors will remain in office when the notice of resignation is to take effect); or

75.5 is absent without the permission of the other Directors for a period of more than 3 (three) consecutive meetings of the Management Committee and the remaining Directors resolve to remove her or him from office.

Powers of the Directors

76 Subject to the provisions of the Act, the Memorandum of Association, and these Articles and to any directions given by special resolution, the business of the Charity shall be managed by the Directors who may exercise all the powers of the Directors.

77 No alteration of the Memorandum or the Articles and no direction by special resolution shall invalidate any prior act of the Directors, which would have been valid, if that alteration had not been made or that direction had not been given.

Directors' remuneration and expenses

78 Subject Clause 5 of the Memorandum and to Article 79 no Director shall be entitled to any remuneration, whether in respect of her or his office as Director or as a holder of any executive office of the Charity.

79 The Directors may be paid all reasonable travelling, subsistence and other expenses incurred by them in connection with their attendance at meetings of the Management Committee, general meetings of the Charity or otherwise in connection with the discharge of their duties.

Appointments to executive office

80 At their first meeting after each Annual General Meeting the Directors shall appoint 2 (two) from among their members to the unremunerated executive offices of Chairperson and Vice-Chairperson and, in addition to the duties assigned to such offices by these Articles, may delegate such other tasks and duties to them as they think fit, provided that:

80.1 only elected Directors as provided for by Article 62.1 shall be appointed to such offices and not Directors who are co-opted under Article 62.2; and

80.2 any such appointment shall cease if the member holding the office ceases for whatever reason to be a Director.

81 The Directors may appoint one or more of their number to any other unremunerated executive office of the Charity. Any such appointment shall be made upon such terms as the Directors may determine and shall terminate if the member holding the office ceases to be a Director.

- 82 Subject to Articles 80.2, 81 and 84 the Chairperson, Vice-Chairperson and any other executive officer of the Charity shall hold office until the conclusion of the Annual General Meeting, which next follows their appointment.
- 83 An officer whose period of executive office expires under Article 82 may be re-appointed to such office or to any other executive office without limit to the number of consecutive years she or he may hold that office, provided that she or he continues to be an elected Director.
- 84 An officer may resign her or his executive office by written notice to the Charity without prejudice to her or his right to continue to serve as a Director.
- 85 In the event that the Chairperson or Vice-Chairperson resigns her or his office under Article 84 the Directors shall, as soon as reasonably practicable after such resignation, appoint another from among their number to hold such office in her or his place, provided that:
- 85.1 only elected Directors as provided for by Article 62.1 shall be appointed to such offices and not Directors who are co-opted under Article 62.2; and
- 85.2 any Director appointed to executive office under this Article shall hold such office only until the conclusion of the next Annual General Meeting.

Proceedings of the Management Committee

- 86 Subject to the provisions of these Articles, the Directors may regulate the proceedings of their meetings, as they think fit.
- 87 The Directors shall meet not fewer than 6 (six) times each year.
- 88 Unless otherwise determined by the Directors there shall be 3 representatives nominated by statutory bodies of whom 1 (one) shall be nominated by the local authority and 2 (two) by the community council ('Nominated Representatives') who shall be entitled to attend the meetings of Directors as Nominated Representatives, and who may be invited by the Directors to speak at such meetings, but who shall not be Directors and shall not have any right to vote as such. Nominated Representatives shall be nominated from time to time and replaced in accordance with Rules made by the Directors in accordance with Article 119.
- 89 Any Director may, and the Secretary shall, if requested by a Director, call a meeting of the Management Committee at a reasonable time and giving a reasonable period of notice. It shall not be necessary to give notice of a meeting to a Director who is absent from the United Kingdom.
- 90 The Secretary shall be bound, on the expiry of a period of 6 (six) weeks after receipt of a written application for membership complying with Articles 10 to 13, to call a meeting of the Management Committee if no meeting has been held during that period. Any meeting called by the Secretary under this Article shall be held not later than 7 (seven) days after the expiry of the 6 (six) week period.

- 91 The Directors may decide upon a quorum for the transaction of business at their meetings, provided that they shall not fix a number, which is less than one third of their number or 4 (four) Directors, whichever is the greater.
- 92 The Directors may act notwithstanding any vacancies in their number, but if the number of Directors is less than the number fixed as a quorum, the continuing
Directors may act only for the purposes of filling vacancies or calling a general meeting.
- 93 The Chairperson shall chair meetings of the Management Committee, but if the Chairperson is not present within 15 (fifteen) minutes after the time appointed for the commencement of the meeting, or if she or he is unwilling to act, the Vice- Chairperson shall chair the meeting. If the Vice- Chairperson is also not present within 15 (fifteen) minutes of the time appointed for the commencement of the meeting, or if she or he is also unwilling to act, the Directors present shall appoint one among their number to chair the meeting.
- 94 Questions arising at a meeting of the Management Committee shall be decided a majority of votes. Subject to Article 96 all Directors shall have one vote, but in the case of an equality of votes the Chairperson or whoever is chairing the meeting shall have a second or casting vote.
- 95 All acts done and all decisions made by the Management Committee, or by a subcommittee of the Directors shall be valid, notwithstanding that it afterwards be discovered that there was a defect in the appointment of any Director or that any of them were disqualified from holding office, or had vacated office or were not entitled to vote.
- 96 Except as otherwise provided for in these Articles, a Director shall not vote at a meeting of the Management Committee or at a sub-committee of the Directors on any resolution concerning a matter in which she or he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Charity unless her or his interest or duty arises only because the case falls within either or both of the following:
- 96.1 the resolution relates to giving her or him a guarantee, security or indemnity in respect of money lent to, or any obligation incurred by her or him for the benefit of the Charity or any of its subsidiaries;
- 96.2 the resolution relates to giving to a third party a guarantee, security or indemnity in respect of an obligation of the Charity or any of its subsidiaries for which the Director has assumed responsibility in whole or part (and whether alone or jointly with others) under a guarantee or by the giving of security.
- 97 For the purpose of Article 96, an interest of a person who is, for any purpose of the Act (excluding and statutory modification not in force at the date of incorporation of the Charity), connected with a Director shall be treated as an interest of that Director.

- 98 A resolution in writing, signed by all the Directors entitled to receive notice of a Management Committee meeting or of a sub-committee of the Directors, shall be as valid and effective as if it had been passed at such a meeting or committee duly convened and held. Such a resolution may consist of several documents in the same form; each signed by one or more of the Directors.

Delegation to sub-committees of the Directors or to executive officers

- 99 Subject to Article 103 the Directors may appoint sub-committees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Directors would be more conveniently undertaken or carried out by a sub-committee: provided that:
- 99.1 a sub-committee shall include at least 2 (two) Directors, 1 (one) of whom shall preside over its meetings; and
 - 99.2 a majority of other members of the sub-committee shall be members of the Charity; and
 - 99.3 all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Directors.
- 100 The Directors may delegate to the Chairperson or any other executive officer such powers and duties as it considers desirable or appropriate to be delegated to her or him: provided that all actions taken by the Chairperson or other executive officer under this provision shall be fully and promptly reported to the Directors.
- 101 Any delegation of powers by the Directors under Articles 99 and 100 may be made subject to such conditions as the Directors may impose, and the Directors may revoke or alter such conditions, as it thinks fit.
- 102 Subject to any condition imposed under Article 101, the proceedings of a subcommittee shall be governed by the Articles regulating the proceedings of meetings of the Directors so far as they are capable of applying.
- 103 Unless otherwise determined by ordinary or special resolution the following matters shall be excluded from delegation to any sub-committee or executive officer:
- 103. 1 any introduction of a new policy or change in policy which is rightly the responsibility of the Management Committee or of another sub-committee or which would conflict with the declared policy of the Directors or of another sub-committee; and
 - 103. 2 any action or decision involving expenditure that is not in accordance with the financial regulations of the Charity; and
 - 103. 3 the appointment or dismissal of any employee of the Charity.

Secretary

- 104 Subject to the provisions of the Act, the Secretary shall be appointed by the Directors for such term, at such remuneration (if not a Director) and upon such conditions as they may think fit, and any Secretary so appointed may similarly be removed by the Directors.

Minutes

- 105 The Directors shall keep minutes in books kept for the purpose of:
105. all proceedings of general meetings of the Charity and of meetings
1 of the Management Committee and of any sub-committees of Directors, including the names of the Directors present at each meeting; and
105. all appointments of executive officers made by the Directors.
2

The Seal

- 106 The seal shall only be used by the Management Committee or by a sub-committee of the Directors, which has been duly authorised by to use it by the Directors.
- 107 The Directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the Secretary or by a second Director.

Finances and accounts

- 108 Any bank account in which any part of the assets of the Charity is deposited shall be operated by the Directors and shall indicate the name of the Charity. All cheques and orders for the payment of money from such an account shall be signed by 2 (two) Directors.
- 109 The Charity shall cause accounting records to be kept in accordance with sections 221 to 223 (inclusive) of the Act.
- 110 The accounting records of the Charity shall be kept at the registered address of the Charity or, subject to section 222 of the Act, at such other place as the Charity thinks fit, and shall at all times be open to inspection by the officers of the Charity.
- 111 No member of the Charity shall have any right of inspecting any accounting records or other book or document of the Charity except as conferred by statute or as authorised by the Directors or by ordinary resolution of the Charity.

112 The Directors shall cause to be prepared and laid before the Charity in general meeting such accounts, balance sheets and financial reports as are required by the Act. A copy of every balance sheet which is to be laid before the Charity in general meeting, together with a copy of the auditor's report and the Charity's annual report shall be sent to all members of the Charity.

113 The Charity shall appoint auditors and regulate the duties of such auditors in accordance with Chapter V Part XI of the Act.

Annual report and annual return

114 The Directors shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that provision) with regard to the preparation of an annual report and an annual return and the transmission of such documents to the Charity Commissioners.

Notices

115 Any notice to be given to or by any person pursuant to these Articles shall be in writing. The Charity may give such notice to a member of the Charity or to a Director or to any other person entitled to receive such notice either personally or by sending it by post in a pre-paid envelope addressed to the person at her or his registered address or by leaving it at that address.

116 Proof that an envelope containing a notice was properly addressed, pre-paid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiry of 48 (forty-eight) hours after the envelope containing it was posted.

117 A member of the Charity or a Director present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

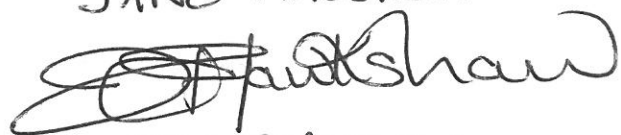
Indemnity


118 Subject to the provisions of the Act but without prejudice to any indemnity to which a Director may otherwise be entitled, every Director or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any loss or liability which she or he may sustain or incur in connection with the execution of the duties of her or his office, without prejudice to that generality, any liability incurred by her or him in defending any proceedings, whether civil or criminal, in which judgement is given in her or his favour or in which she or he is acquitted or in connection with any application in which relief is granted to her or him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

Rules

119 Subject to Article 121 the Directors may from time to time make rules or bye-laws as it may deem necessary or expedient or convenient for the proper management and conduct of the Charity and which regulate all such matters as are commonly the subject of company and charity rules.

- 120 Subject to Article 121 the Charity in general meeting shall have the power to alter, add to or repeal the rules or bye-laws of the Charity and the Directors shall adopt such means as they think sufficient to bring to the notice of all members of the Charity such rules or bye-laws, which shall be binding on all members of the Charity.
- 121 No rules or bye-laws may be made by the Directors or by the Charity in general meeting which would be inconsistent with the Act or with the Memorandum or Articles of the Charity and no resolution shall be made which would have the effect of repealing or making obsolete any provision contained within the Memorandum or Articles of the Charity.

signed JANE HAWKSHAW Dated 7/1/19

company secretary

signed Darren Russell Dated 7/1/19

Chairman.

Company Registration No: 03226397

Registered Charity No: 1064957

**LLANHARAN COMMUNITY DEVELOPMENT
PROJECT LIMITED**

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

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LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
LEGAL AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31 JULY 2021

Company Registration number 03226397

Registered charity number 1064957

Registered office
 23a Bridgend Road
 Llanharan
 Pontyclun
 Rhondda Cynon Taf
 CF72 9RD

Directors and Management Committee Members	Mr D Russell	Chairperson
	Mr N McAndrew	Treasurer (resigned 15 April 2021)
	Mrs J Hawkshaw	Treasurer (appointed 15 April 2021)
	Mr G Hopkins	
	Mr G Butler	
	Miss S Turton	
	Mr S Aksin	(resigned 10 August 2020)
	Miss J James	(resigned 31 July 2021)
	Dr B Hallingberg	
	Mrs D Bailey	(resigned 8 February 2021)
Mr SW Russell	(appointed 15 April 2021)	

Company Secretary	Mrs J Hawkshaw	(resigned 15 April 2021)
	Miss S Turton	(appointed 15 April 2021)

Co-ordinator/Manager Mrs K Evans

Bankers
 HSBC
 16 Ely Valley Road
 Talbot Green
 Pontyclun
 CF72 8AP

Reporting accountants
 Williams Ross Limited
 4 Ynys Bridge Court
 Gwaelod Y Garth
 Cardiff
 CF15 9SS

Solicitor
 Geldards LLP
 Dumfries House
 Dumfries Place
 Cardiff
 CF10 3ZF

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

REPORT OF THE MANAGEMENT COMMITTEE (continued)

YEAR ENDED 31 JULY 2021

The Trustees present their annual report and financial statements for the year ended 31 July 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes and the trust deed.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee and was incorporated on 18 July 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Charitable status

The company was granted charitable status on 21 October 1997.

Principal activity and public benefit statement

The principal activity of the company is to relieve poverty, advance education and provide facilities for recreation and leisure time occupation in particular within the community of Llanharan and with particular regard to such persons who are unemployed or are suffering the consequences of economic disadvantage. The company benefits the public by provision of training and resources through such charitable means as may be deemed appropriate in order to contribute to the development of the area both economically and socially.

Directors and their interests

The directors of the company are listed on page 1 of these accounts. None of these directors held any shares as the company is limited by guarantee. The directors give their time freely and receive no financial benefits other than the payment of expenses.

Recruitment of Directors / Trustees

Full membership of the Charity is open to any person who lives or works in Llanharan or the immediately surrounding area. Directors are appointed in accordance with the Charity's Articles of Association at the AGM, with at least two thirds of the directors being full members of the Charity.

Advertisements are placed in local free newspapers, magazines and in shops and the Drop-In Centre to widen the recruitment opportunities.

Overall aims

Llanharan Community Development Project Limited seeks:

- To identify and address the needs of the people within Llanharan, Brynna and Bryncae and in so doing, to create a stronger sense of community throughout the area.
- To maintain a not-for-profit company and charity to provide training, employment, social and recreational services that meet identified needs.
- To develop effective working partnerships with a range of relevant organisations to achieve our aims.
- To strengthen the management committee board by identifying strengths and applicable skills of individuals whom are keen to sit at a governance level.
- To extend our services wider, where possible within the community to support the needs of local residents.

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

REPORT OF THE MANAGEMENT COMMITTEE (continued)

YEAR ENDED 31 JULY 2021

Activities and achievements

LCDP will continue to refurbish and make building repairs where necessary to improve the centre's facilities, using local trades persons where possible to support the community.

LCDP continue to work with key professionals and organisations including statutory, private and voluntary sector to develop and maintain a business plan for the next five years for future sustainability and continue to work to achieve this for a 5 year strategic plan.

LCDP continue to self-evaluate our provisions to maintain the standard of service we provide along with CPD in all areas of training needed to enhance the staff and volunteer's development in line with regulatory requirements.

LCDP continue to provide After-school provision to enable parents to have affordable childcare options. Due to Covid-19 we have needed to adapt the services and utilise local community centres to provide the care.

LCDP continue to adhere to CIW regulations to support affordable childcare options within Brynna, Bryncae & Llanharan.

LCDP secured grant funding which allowed us to add additional space to our Day Nursery and renovate the outside space.

LCDP received donations from local organisations to support the community during Covid-19 with door step deliveries of food packs for those suffering from loneliness and isolation. The organisation worked through the pandemic on limited capacity of staff to support our community in this time of need. We were able to support all ages with activity pack through funding from numerous sources. After a difficult year the Charity then celebrated its 25 years of success supporting the communities of Llanharan, Brynna & Bryncae.

Plans for future periods

Our main sources of income are from our social enterprises, service level agreements and commissioned services with the local authority. We still endeavour to secure long term funding to become further sustainable. The start of the pandemic closed all our services leaving income very low, our efforts were turned to grant funding to remain sustainable and support the community to help combat loneliness & isolation until our social enterprises could reopen to full capacity. LCDP continued to maintain current and new SLA's for youth provision, Playscheme and Care 2 Play services.

Financial / staff review

Our staff are part time and full time staff that are dually qualified, this is the most effective and flexible way of meeting the needs to ensure the effective running of the services we provide.

Throughout the Covid-19 pandemic, we were able to retain our staff by the financial support from the furlough scheme until the lifting of restrictions to reopen services.

There was an operating surplus for the year under review of £27,402, i.e. an excess of income over expenditure (2020 - surplus of £16,954).

Risk Management

The management committee continues to monitor risks, both external and internal, to which the charity is exposed. Accounting, monitoring and reporting procedures are in place, but will be reviewed periodically to ensure that they still meet the needs of the Project.

Future viability of the charity in terms of continued recruitment of trustees and volunteers to replace those retiring has been addressed successfully during this year and continues to be a priority.

Reserves policy

The Reserves Policy of LCDP is that a prudent level of reserves is maintained consistent with the delivery of planned services for the next financial year.

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
REPORT OF THE MANAGEMENT COMMITTEE (continued)
YEAR ENDED 31 JULY 2021

Investment Policy

The directors may invest any funds not immediately required for the furtherance of the Charity's objectives in such investments, securities and property as they see fit.

Responsibilities of the Management Committee

The Management Committee (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Management Committee are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and that enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Management Committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Board on 26/4/22 and signed on its behalf by



Mr D Russell
Chairperson

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

I report on the accounts of the Charity for the year ended 31 July 2021, which are set out on pages 6 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in the UK and Republic of Ireland preparing their accounts in accordance with the Financial Reporting Standard (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Chown
for and on behalf of
Williams Ross Limited
Chartered Accountants
4 Ynys Bridge Court
Gwaelod Y Garth
Cardiff
CF15 9SS

16 April 2022
.....
Date

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 JULY 2021

	Note	Restricted £	Unrestricted £	2021 Total £	2020 Total £
INCOME					
Grants	2a	56,398	30,396	86,794	97,057
Charitable activities	2b	3,400	243,174	246,574	209,309
Investment income	2c		6	6	20
Other income	2d	2,336	87,739	90,075	65,100
Total income		<u>62,134</u>	<u>361,315</u>	<u>423,449</u>	<u>371,486</u>
Expenditure:					
Expenditure on charitable activities	4	45,300	350,747	396,047	354,532
Total expenditure		<u>45,300</u>	<u>350,747</u>	<u>396,047</u>	<u>354,532</u>
Operating surplus / (deficit)		16,834	10,568	27,402	16,954
Transfers between funds		(17,142)	17,142	-	-
Net movement in funds	11	<u>(308)</u>	<u>27,710</u>	<u>27,402</u>	<u>16,954</u>
Total funds brought forward		236,225	27,827	264,052	247,098
Total of funds carried forward		<u>235,917</u>	<u>55,537</u>	<u>291,454</u>	<u>264,052</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

BALANCE SHEET

31 JULY 2021

	Note	£	2021	£	£	2020	£
Fixed assets							
Tangible assets	7			217,799			214,160
Current assets							
Stock			450			450	
Debtors and prepayments	8		19,054			17,963	
Cash at bank and in hand			82,233			72,906	
			<u>101,737</u>			<u>91,319</u>	
Less: Current liabilities	9		<u>28,082</u>			<u>41,427</u>	
Net current assets				73,655			49,892
Total net assets	10			<u>291,454</u>			<u>264,052</u>
Represented by:							
Restricted funds	11			235,917			236,225
Unrestricted funds	11			55,537			27,827
Total funds				<u>291,454</u>			<u>264,052</u>

The company was entitled to exemption from audit under s.477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with s.476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the directors on 26/4/22 and signed on their behalf by



Mr D Russell
Chairperson

Company Registration No: 03226397

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Llanharan Community Development Project Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Income

Income is recognised in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

c) Going concern

The accounts have been prepared on a going concern basis as there are no material uncertainties over the charity's continuing operation.

d) Fund accounting

- i) Unrestricted funds are donations and other income receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- ii) Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

e) Expenditure and irrecoverable VAT

Expenditure is included in the accounts on the accruals basis. It is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

f) Tangible fixed assets

All assets are included in the accounts at original cost and are depreciated as detailed below.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment -	25% straight line
Freehold land and buildings -	Nil

g) Debtors

Trade and other debtors are recognised at the settlement amount due after any relevant discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

1 Accounting policies (continued)

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any relevant discounts due.

j) Taxation

The charity is exempt from corporation tax on its charitable activities.

2 Income

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
a) Grants receivable				
Awards 4 All	9,999	-	9,999	-
Blakemore & Son Ltd	150	-	150	200
CAF/10	-	-	-	198
Child Development Resource Grant	803	-	803	-
Childcare ICT Grant	1,000	-	1,000	-
Childcare Offer Grant	4,414	-	4,414	500
Coalfields Regeneration Award	-	-	-	7,000
Comic Relief - Inter Link	-	-	-	1,905
Community Foundation Wales	4,693	-	4,693	3,128
Coop Community Fund	233	-	233	325
Gwirvol Youth Grant	-	-	-	500
Micro Grant (IL)	250	-	250	-
MIND	9,311	-	9,311	-
Mynydd Portref Community Benefit Fund	-	-	-	2,000
P S A 2019/20	-	-	-	1,000
P2PSportsGroup	-	-	-	800
RCT Play Day 2019	500	-	500	-
South Wales Police Fund	-	-	-	5,000
Street Games	-	-	-	200
Sydney Albert Grant	-	-	-	250
Welsh Church Act	-	-	-	9,880
Third Sector Small Grant Scheme	5,000	-	5,000	-
VSRF	20,045	-	20,045	-
Youth SLA	-	-	-	3,750
Government and local authority grants	-	30,396	30,396	60,421
	56,398	30,396	86,794	97,057
b) Income from charitable activities				
Fees receivable	-	232,913	232,913	205,192
Donations	3,400	10,261	13,661	4,117
	3,400	243,174	246,574	209,309
c) Investment income				
Bank interest	-	6	6	20
d) Other income (Note 3)				
Care 2 Play (Service Level Agreement)	-	2,216	2,216	3,283
Llanharan Community Council	-	25,075	25,075	20,491
Open Access Play (Service Level Agreement)	-	24,307	24,307	15,963
RCT Play (Service Level Agreement)	-	14,141	14,141	7,075
Youth (Service Level Agreement)	-	15,000	15,000	13,050
Other funding	2,336	7,000	9,336	5,238
	2,336	87,739	90,075	65,100
Total	62,134	361,315	423,449	371,486

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

3 Other income

In 2021 £25,075 (2020 - £20,491) was receivable from Llanharan Community Council. The funds were used to support LCDP in providing services within the community. This contributed towards general running costs and additional costs incurred to ensure that LCDP retain a presence within Llanharan, Brynna and Bryncae providing valuable services for a variety of people of all ages, including affordable childcare and play opportunities, adult education, afterschool clubs, sports clubs and a community café. During the pandemic LCDP adapted to the changes of the community needs and supported the isolated and vulnerable with activity packs and treat boxes.

Open Access Play funding of £24,307 (2020 - £15,963) was receiveable as part of a service level agreement to provide play opportunities at 3 locations within the community for children and young people aged between 5 -

A further £15,000 (2020 - £13,050) was received from RCTCBC in a service level agreement to allow a youth club to be run one evening per week and additional off-site activities supported by qualified staff in a safe environment offering various activities, issue based sessions and support with social skills where needed. During the pandemic we adapted our services to provide online support to young people.

Care 2 Play provides support to children with additional needs through elements of play opportunities in partnership with RCTCBC.

RCT Supported Play Provision was developed by RCT during the pandemic to provide targeted play provision to vulnerable children through the summer period from identified families.

LCDP received funds from RCT to support an online pilot play project to enable families to support their own children with play opportunities due to organisations being unable to offer face to face play opportunities

4 Expenditure on charitable activities

	Basis of Allocation	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Costs directly allocated to activities					
Materials and equipment	Direct	3,424	17,557	20,981	30,655
Wages and salaries	Staff time	-	215,782	215,782	192,531
Pension contributions	Direct	-	3,270	3,270	2,398
Artists fees	Direct	5,150	2,658	7,808	4,090
Trips and performances	Direct	-	-	-	660
Hire of rooms and equipment	Direct	427	19,924	20,351	9,097
Training courses	Direct	-	-	-	-
Staff training, education and promotion	Direct	-	-	-	1,002
Repairs and maintenance	Direct	9,129	12,864	21,993	28,574
Insurance	Direct	362	2,380	2,742	2,552
Light and heat	Direct	636	3,968	4,604	2,184
Print, postage & stationery	Direct	327	5,541	5,868	3,695
Advertising	Direct	-	55	55	309
Charitable donations	Direct	-	92	92	-
Travelling and subsistence	Direct	-	2,311	2,311	2,562
Volunteer expenses	Direct	-	101	101	1,016
Legal and professional fees	Direct	7	3,418	3,425	5,317
Bad and doubtful debts	Direct	-	2,353	2,353	100
Support costs					
Rates and water rates	Usage	197	1,118	1,315	1,611
General office and finance staff	Staff time	22,466	46,204	68,670	55,092
Telephone	Staff time	1,191	3,286	4,477	5,235
General expenses	Usage	1,420	3,592	5,012	1,815
Bank charges	Usage	-	1,390	1,390	1,356
Depreciation - fixtures and equipment	Usage	564	447	1,011	211
Governance costs					
Accountancy fees	Direct	-	2,436	2,436	2,470
		45,300	350,747	396,047	354,532

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

5 Net income / (expenditure) for the year
This is stated after charging:-

	2021	2020
	£	£
Accountancy fees	<u>2,436</u>	<u>2,470</u>

6 Employee information

	2021	2020
	£	£
Wages and salaries	279,188	245,285
Social security costs	5,264	2,338
Staff pension costs	3,270	2,398
	<u>287,722</u>	<u>250,021</u>

The directors and members of the Committee of Management are not remunerated and no employee received emoluments in excess of £60,000.

No expenses were paid to trustees of the company other than for reimbursement of mileage.

The average monthly number of persons, employed by the company during the year was:

	2021	2020
Direct charitable activities	16	16
Management and administration	<u>2</u>	<u>2</u>
	<u>18</u>	<u>18</u>

7 Tangible fixed assets

	Freehold land & buildings £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2020 (restated)	212,449	113,977	326,426
Additions	-	4,650	4,650
Disposals	-	-	-
At 31 July 2021	<u>212,449</u>	<u>118,627</u>	<u>331,076</u>
Depreciation			
At 1 August 2020 (restated)	-	112,266	112,266
Charge for the year	-	1,011	1,011
On disposals	-	-	-
At 31 July 2021	<u>-</u>	<u>113,277</u>	<u>113,277</u>
Net Book Value			
At 31 July 2021	<u>212,449</u>	<u>5,350</u>	<u>217,799</u>
At 31 July 2020	<u>212,449</u>	<u>1,711</u>	<u>214,160</u>

Freehold land and buildings represents the original purchase cost of the premises from which Llanharan Community Development Fund operates.

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

8 Debtors

	2021 £	2020 £
Debtors	12,623	10,999
Grants receivable	-	6,008
Other debtors	6,431	956
	<u>19,054</u>	<u>17,963</u>

9 Creditors - Amounts falling due within one year

	2021 £	2020 £
Other creditors and accruals	28,082	41,427
	<u>28,082</u>	<u>41,427</u>

10 Analysis of net assets between funds

	Property £	Other fixed assets £	Current assets £	Current liabilities £	Total £
Unrestricted Funds	-	2,854	80,765	(28,082)	55,537
Restricted Funds	212,449	2,496	20,972	-	235,917
	<u>212,449</u>	<u>5,350</u>	<u>101,737</u>	<u>(28,082)</u>	<u>291,454</u>

11 Movement in Funds

	Balance at 1 August 2020 £	Incoming £	Outgoing £	Other movements	Balance at 31 July 2021 £
Restricted Funds					
Awards for All 2018	-	9,999	(9,759)	-	240
Blakemore & Son Ltd	1,200	150	(1,350)	-	-
CAF/10	102	-	-	(102)	-
Care 2 Play	399	-	-	(399)	-
Child Development Resource Grant	-	803	(803)	-	-
Childcare ICT Grant 2021	-	1,000	-	(1,000)	-
Childcare Offer (Grant)	-	6,732	(4,236)	(2,496)	-
Comic Relief - Inter Link	1,440	-	(1,440)	-	-
Community Foundation Wales	129	4,693	(4,822)	-	-
Coop Community Fund	525	2,529	(115)	-	2,939
Gwirvol Grant Youth	(210)	-	-	210	-
Happy Dayz	-	40	(3)	-	37
Micro Grant (IL)	-	250	(250)	-	-
MIND	-	9,311	(8,781)	(530)	-
Mynydd Portref Community Benefit Func	615	3,000	(2,240)	-	1,375
P2P Sports Group	604	-	(496)	(108)	-
Restricted Funds total <i>(carried forward to next page)</i>	<u>4,804</u>	<u>38,507</u>	<u>(34,295)</u>	<u>(4,425)</u>	<u>4,591</u>

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

11 Movement in Funds (continued)

	Balance at 1 August 2020 £	Incoming £	Outgoing £	Other movements	Balance at 31 July 2021 £
Restricted Funds					
<i>(brought forward from previous page)</i>	4,804	38,507	(34,295)	(4,425)	4,591
Play Day 2021	-	900	(4)	-	896
P S A 19/20	106	-	-	-	106
Reinshaw plc	350	-	(350)	-	-
South Wales Police Fund	430	-	-	(430)	-
Street Games	200	-	(200)	-	-
Sydney Albert Grant	221	-	(221)	-	-
Third Sector Small Grant Scheme	-	5,000	(320)	-	4,680
VSRF	-	20,045	(9,346)	-	10,699
Youth (SLA)	14,178	-	-	(14,178)	-
Youth Support Grant	2,565	-	-	(2,565)	-
Capital expenditure less depreciation	213,371	-	(564)	2,138	214,945
Total of Restricted Funds	<u>236,225</u>	<u>64,452</u>	<u>(45,300)</u>	<u>(19,460)</u>	<u>235,917</u>
Unrestricted Funds					
General Funds	27,827	361,315	(350,747)	17,142	55,537
Total Funds	<u>264,052</u>	<u>425,767</u>	<u>(396,047)</u>	<u>(2,318)</u>	<u>291,454</u>

Purposes of restricted grant funds

- Awards 4 All funding of £9,999 was secured to add additional space to our day nursery space allowing us to increase capacity.
- Blakemore & Son Ltd - received to purchase equipment for outdoor use.
- Child Development Resource (£803), Childcare ICT (£1,000) and Childcare Offer (£4,414) grants were received in order to update our IT equipment and resources for our childcare settings.
- Community Foundation Wales - received £4,693 of funding to support revenue costs of small amounts due to loss of income during Covid-19, to adapt to online support, technology support to be able to work online effectively, funds to support activity packs to distribute to community members of all ages and PPE and cleaning materials.
- Coop Community Fund - received to upgrade and support IT within LCDP.
- Interlink Micro Grant - £250 was received to provide Mother's Day packs for the local community.
- MIND (£9,311) and Third Sector Small Grant Scheme (£5,000) funding was received to support the mental health & wellbeing of service users and a Buddy project to bring together all ages of the community.
- Play Day 2021 funding was received to support the community in a free play event to enhance the play needs of children and young people on National Play Day

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

11 Movement in Funds (continued)

Purposes of restricted grant funds

- Mynydd Portref Community Benevolent Fund - Received £3,000 to replace the heating and water system to project house which serves the office spaces and day nursery.
- VSRF - Funding was received to support the community with Covid-19 recovery, revenue to support staff in recruiting volunteers to support the community with aspects of online technology and a buddy scheme bringing generations together, funds were also received to make small safe adaptations to the building in line with guidelines & restrictions.

12 Capital Commitments

There were no capital commitments as at 31 July 2021. (2020 - Nil)

LLANHARAN COMMUNITY DEVELOPMENT PROJECT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

13 Comparative Statement of Financial Activities - Year ended 31 July 2020

	Restricted £	Unrestricted £	Total £
INCOME			
Grants	36,636	60,421	97,057
Charitable activities	12,408	196,901	209,309
Investment income	-	20	20
Other income	37,534	27,566	65,100
Total income	<u>86,578</u>	<u>284,908</u>	<u>371,486</u>
EXPENDITURE			
Expenditure on charitable activities	74,904	279,628	354,532
Total expenditure	<u>74,904</u>	<u>279,628</u>	<u>354,532</u>
Net movement in funds	11,674	5,280	16,954
Total funds brought forward	224,551	22,547	247,098
Total of funds carried forward	<u>236,225</u>	<u>27,827</u>	<u>264,052</u>

The figures on this page give a detailed breakdown of the comparative fund activity as noted on the Statement of Financial Activities shown on page 6 of the accounts.



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

Type text here

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Guidance Notes

Please read the guidance notes before completing the form:

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

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

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

Eligibility

Grants will not be made;

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

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

Grants will be considered under the following criteria:

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

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

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

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

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

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

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

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

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

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

All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted.

Groups may be asked to make a brief presentation to Council Members.

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

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

Grants – DATA PROTECTION

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

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

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

No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	Llanharan Football Club
Registered Charity Number (<i>if applicable</i>)	
Name of Main Contact: (All correspondence will be addressed to this person)	Gareth Haincock & Neil Devereux
Full Postal Address of Applicant:	c/o 65 Bishopwood Brackla Bridgend CF31 2LX
Contact Telephone Number:	Daytime: 07886 746813 Mobile: 07886 746813
Main Contact Email Address:	
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?	
If the answer is yes, please complete the box below:	
Date	Amount
2020	£ 800
2019	£ 600
	£
	£
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.

We encourage the participation of football within the community, providing equal opportunities for all individuals.
To provide the opportunity for individuals to fulfil their potential through the medium of football.
To represent the community to the wider area.
To improve the level of training and fitness for all.

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

94% live within Llanharan Community Council area

Are you a not for profit organisation?

Yes ☒ No ☐

How long has the organisation been established?
Over 20 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?

Following the success of the Club over the last few seasons, we are increasing our teams, we have received an influx of new members which is allowing us to reform our Saturday side as well as start a veterans team aimed at the over 40s.

It became apparent during lockdown that people's fitness levels were suffering. The veterans league is becoming more popular across the County and with a league of their own it is important we cater for young and old to maintain their fitness which is provided to assist with living longer.

The grant will assist in purchase 2 x new kits, training equipment, match day equipment and upgrading our existing kit.

How will the Grant Aid benefit the Community?

The grant will assist in providing a healthier lifestyle to the community, promoting closer links to other clubs.

It will bring business to local shops and businesses, as we will have 3 teams which will play home for around 60% of the time.

It is proven that grass roots sports, aid mental health and wellbeing as well as attracting the younger element to prevent anti social behaviour.

Members of the community, will benefit from new skills such as being part of a team.

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

Start Date: August 2022

Completion Date: July 2023

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?

£1400

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

£900

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

We are approaching local business for sponsorship

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

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

C. £500 - £2,000

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

Section D: Sustainability

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

Yes ☒

No ☐

If yes, provide details.

Llanharan Football Club is a long standing club, we have formed a new committee which will assist in the longevity of the club.

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 Football Club

Account Number


Sort Code

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: 18/06/2022

Please note that this form requires two signatures:

Second Signature: G D Haincock

Position held in organisation: Chair

Signed: 

Date: 18/06/2022

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:	Neil Devereux
Organisation:	Llanharan Football Club
Address:	c/o 65 Bishopwood Brackla Bridgend CF31 2LX
Telephone:	
Email address:	
Website:	
Reason for previous application: (Project/activity name/details)	New Kit and equipment
Amount received:	£800
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
01443 231430



Appendix Two

Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

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

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

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

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

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

Return the completed form to:

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

Llanharan Football Club		
Income & Expenditure to June 2022		
Income		
Signing on fee	350	
Subs	800	
Kit Sponsor (Half)	250	
Total Income	1400	
Expenditure		
Kit	500	
Referee Fees	300	
Match Day	225	
Training Equipment	150	
Total Expenditure	1175	
Nett Income/Expenditure	225	

Account Entries

4 entries found

3 transactions found from last statement date to 23/06/2022 limited by: Entry all

LLANHARAN FOOTBA
COMMUNITY

20-18-17
13405052

Available Balance 109.60

Refer Stream

425

Search for transactions

Find by keyword

4 row(s)



Please search

Date	Desc	Typ	Src	Money out	Money in	Statement balance
08/06/2022 Wed	BALANCE FO RWARD					£ 1,424.86
20/06/2022 Mon	16.5718JUNLK BKB000 LLAN HARAN SERVI CE	ATM	CRD	£ 50.00		
20/06/2022 Mon	SUMUP *SPM BRISTOL ON 18 JUN	VOU	CRD	£ 237.26		£ 1,137.60
21/06/2022 Tue	SPARTAN ACT IVEWEAR ON 20 JUN	VOU	CRD	£ 1,028.00		£ 109.60



No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	1 st Llanharan Rainbow Guides
Registered Charity Number (if applicable)	Part of Girlguiding UK
Name of Main Contact: (All correspondence will be addressed to this person)	Mrs. Caroline Price
Full Postal Address of Applicant:	5 Vale View, Oakbrook, Llanharan, Pontyden CF72 9QX
Contact Telephone Number:	Daytime: 01443 228760 Mobile: 07799230904
Main Contact Email Address:	Cipricea@hotmail.co.uk
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? If the answer is yes, please complete the box below:	
Date	Amount
2021	£ 400
2020	£ 400 + £250
2019	£ 400



£

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

We introduce girls aged 5-7 yrs to Girlguiding. We welcome girls of all backgrounds, abilities and faiths. Through a structured programme, we encourage the girls to build their self-confidence, work in groups and learn how important it is to think of other people both in our own communities and in other countries and to care for our environment. Through art and craft, games and storytelling, the girls quickly make friends in a safe meeting place.

Our adult volunteers have to undertake regular training sessions and give their time freely to ensure that the girls get the best out of their Rainbow Guide experience.

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

20 Rainbow Guides
2 Guiders — volunteers
2 Unit Helpers — volunteers

Around 80%

Are you a not for profit organisation?

Yes ☒



No ☐

How long has the organisation been established?

Since 1993

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

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

Most of the Grant money would go towards paying our annual membership fees in February 2003. This year, the fee was £47.50 per member, which included the adult volunteers. Next year, it is set to rise by a further £7 per member.

Part of the Grant money would be used to pay for the bulbs and flowers planted around the War Memorial and Church hall by the Rainbows.

How will the Grant Aid benefit the Community?

I know that many of our Rainbows' families would find it a financial hardship to pay the membership fee so close after Christmas. If the cost can be subsidised by the Grant, we are less likely to lose some of the girls for this reason.



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

Start Date:

Ongoing

Completion Date:

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

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

£1200 approx.

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

£450

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

We are now claiming Gift Aid.

We received a donation of £150 from Llanharan Community Shop.

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

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



C. £500 - £2,000

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

Section D: Sustainability

Will the project/activity continue after this funding has ended?
YES/~~NO~~ (delete as applicable)

If yes, provide details.

We hope to continue to provide local girls with their first taste of Girlguiding.

Section E: Payment Details

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

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

1st Llanharan Rainbows

Account Number



97916705

Sort Code

090155

SECTION F: Completing the application

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

C.I. Price

Declaration:

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



Signed: *C. I Price*

Date: *22/6/22*

Please note that this form requires two signatures:

Second Signature: *[Signature]*

Position held in organisation:

Assistant Guide - Secretary

Signed:

Date: *22/6/22*

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.



Please note any applications received after the deadline date will not be considered.

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

Appendix One

Llanharan Community Council Grant Feedback

Name:	Caroline Price
Organisation:	1st Llanharan Rainbow Guides
Address:	5 Vale View, Llanharan CF72 9QX



Telephone:	01443 228760
Email address:	cipricea@hotmail.co.uk
Website:	
Reason for previous application: (Project/activity name/details)	To help with cost of covering Girlguiding membership fees and to cover the cost of flowers and bunting placed around the war memorial and church hall.
Amount received:	£400
Date received:	August 2021
I was happy with the application process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	It has helped us to continue providing Girlguiding activities for 5-11yr old girls in our area.



--	--

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
01443 231430

B

39603 000597 0004 E 38900

1ST LLANHARAN RAINBOWS
CARE OF 5 VALE VIEW OAKBROOK
LLANHARAN PONTYCLUN
MID GLAM
PONTYCLUN
CF72 9QX



389



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18001 0800 731 6666



Online Banking service and information
available at santander.co.uk



Santander, Customer Service Centre, Bootle,
Merseyside, L30 4GB

Your account summary for 25 March 2022 to 25 April 2022

Account name: 1ST LLANHARAN RAINBOWS

Account number: 97916705 Sort Code 090155

BIC: ABBYGB2LXXX IBAN: GB78ABBY09015597916705

Statement number: 004/2022

Page 1 of 3

Balance brought forward from 24th March statement:	£498.15
--	---------

Total credits	£0.00
---------------	-------

Total debits	-£45.00
--------------	---------

Your balance at close of business 25 April 2022	£453.15
--	----------------

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

News and information

Changes to terms and conditions

By 30 June 2022, we'll have moved
some of our freephone telephone
numbers to basic rate numbers (where
local charges will apply).

For some key services, we're keeping
freephone numbers. This includes
numbers to report your card lost or
stolen, report fraud, contact our
financial support and complaints teams
as well as sign to video.

Important information is continued on the reverse of this page.

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

Continued on reverse

1st Llanharan Rainbow Guides

Statement of Accounts

1.1.21 — 31.12.21

Income

		£
Brought forward from 2020	Bank	750.54
	Cash	17.28
		<u>767.82</u>
Community Council Grant		400 -
Weekly subs		289 -
Capitation payments		75 -
Community shop donation		150 -
Sponsorship		50.46
Sale of plants		9 -
HmRC Gift Aid		164.21
		<u>£ 1905.49</u>

Expenditure

	£
Capitation	353.60
Badges, books, certificates	101.71
Miscellaneous items	76.49
Rent	65 -
Gifts	34 -
BBC Children in Need (sponsorship)	25 -
Art and craft	20.32
Friends of Gorwelion	10 -
Royal British Legion - poppy wreath	10 -
Postage and packing	7.23
Photocopying	5.25
	<u>£ 708.60</u>

1st Llanharan Rainbow Guides

Total Income	£ 1905.49
Total Expenditure	£ 708.60
	<hr/>
	£ 1196.89

Bank account	£ 1158.15
Cash in hand	£ 38.74
	<hr/>
	£ 1196.89

Statement of accounts 1.1.21 — 31.12.21

Accounts prepared by Caroline Price C.I. Price 5.1.22

Accounts verified by Mrs Jane Windsor

Countersigned by Denise Price

Jane Windsor 6/1/22

Copies to:-

Mrs Denise Price

Mrs Janet Lewis

Girlguiding - Gorth Maelwg District

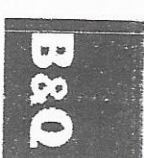


Payable invoice - Paid in Full
on (08-03-2022)

INVOICE 90610715/2022 1st Llanharan Rainbow Unit

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

Rainbow's
misc
E-02



B&Q
 Bridgend 1042
 Waterford Bridgend, Mid Glamorgan
 CF31 3TN
 01656 768611

Email: Bridgend DutyManager
 @b-and-q.co.uk
 45 Days Returns Policy
 See Overleaf

1x CAPE LAISV OSTEOSPERMUM 10.5CM £2.75
 5059340176468
 3 4 £6 FOT BED -£0.75

2x SWEET WILLIAM ASSORTED 10.5CM £5.50
 5059340176635 £2.75
 3 4 £6 FOT BED -£1.50

2x VERBENA ASSORTED 9 PACK £6.50
 5059340179230 £3.25
 4 4 £11 MIX & MATCH -£1.00

2x GERANIUM SUMMER SORBET 9 PACK £6.50
 5059340179407 £3.25
 4 4 £11 MIX & MATCH -£1.00

3x PETUNIA 9 PK LAVENDER VEIN £9.75
 5059340182605 £3.25
 4 4 £11 MIX & MATCH -£1.50

1x MARIQUILD FRENCH ASSORTED 9 PACK £3.25
 5059340178813 £3.25
 4 4 £11 MIX & MATCH -£0.50

11 Item(s)
 TOTAL £28.00

Card sale
 *****0499 -£28.00

You have saved -£6.25

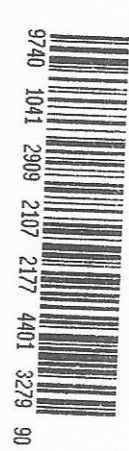
Visa Debit
 Number: *****0499 CONTACTLESS



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

DAFFODILS * £3.00
 DAFDODILS * £3.00
 TOTAL £6.00
 MULTIBUY SAVINGS
 TOTAL SAVINGS -1.00
 CC GARDEN PLANTS 2 F US -1.00
 TOTAL TO PAY 5.00
 CASH £5.00
 CHANGE DUE £0.00

CLUBCARD STATEMENT
 Clubcard Number *****5114
 Qualifying Spend 5.00
 Points this Visit 5
 Points balance 1158



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 or worried about someone, contact Live
 Fear Free helpline on 0808 80 10 800
 or gov.wales/livethearfree

Os wyt ti'n dioddef cam-drin domestig,
 neu'n poeni am rywun, cysyllta a llinell
 gymorth Byw Heb Ofn ar 0808 80 10 800
 neu llyw.cymru/bwynebfn

29/09/21 7:22 2799 013 1054 7744

LIDL
 Bridgend
 VAT NO. GB350356892

British Primrose 6 x £1.79 10.74 B
 Mild Onions 0.55 A
 Mini Mix Ice Cream 2 x £2.49 4.98 B
 Spray Carnations 1.79 B
 Beef Pot Roast 9.14 A
 1.144 kg @ £7.99/kg
 Maris Piper Potatoes 0.95 A
 Ranch Steak Whiskey 3.99 A
 Beef Steak Bourbon 3.99 A
 Welsh Semskind 4PT 1.15 A
 Carrots 0.40 A
 British Cyclamen 2 x £1.79 3.58 B

TOTAL 41.26
 CARD 41.26

CUSTOMER COPY - PLEASE RETAIN RECEIPT
 Date: 16/10/21 Time: 15:24:36
 MID: ***76462 FID: ***2834
 TRNS NO: UK120302571557263211
 Visa Debit *****0499
 A0000000031010
 Contactless
 Amount £41.26 SALE
 Verification Not Required
 APPROVED
 PLEASE DEBIT ACCOUNT WITH TOTAL SHOWN
 AUTH CODE 677666

VAT RATE SALES £ VAT £
 A 0 % 20.17 0.00
 B 20 % 21.09 3.52

Download the Lidl Plus app
 to save on your next shop



203 571557702 16.10.21 15:23
 Enter survey: lidl.co.uk/haveyoursay
 you can win £100 of Lidl Vouchers.

Rainbow's - misc

plants

man

Rainbow misc. £4

TESCO Extra

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

GROWBAG * £4.00
CHICKEN *
REDUCED PRICE 1.65
STEAK MINCE 2.18
REDUCED PRICE 2.18
TOILET TISSU * £5.50
TOTAL £13.33
Debit Mastercard SALE £13.33
AID : A0000000041010 £13.33
NUMBER : *****8261 ICC
PAN SEQ NO : 01
AUTH CODE : 698617
MERCHANT : 86450871
CHANGE DUE : £0.00

CLUBCARD STATEMENT

home bargains

Top Brands Bottom Prices

Picton Court Retail Park, Waterton,
Bridgend, CF31 3XX

CHICKEN NUGGETS 1.95
10PK SUMMER BEDDING 2 @ 1.79 3.58
10PK SUMMER BEDDING 2 @ 1.79 3.58
6PK PREMIUM BEDDING 3.58
6AL H/FEVER & ALLERGY 14S 2.99
0.79
TOTAL TO PAY 12.89
CARD TENDER 12.89
CHANGE DUE 0.00
VAT @ 0.00% Net 9.12 VAT 1.82
VAT @ 0.00% Net 1.95 VAT 0.00

PLEASE RETAIN YOUR RECEIPT.
You will need it in case of product
exchange, refund or warranty claim.

TJ Morris Ltd
VAT NUMBER: 320093700
06/05/22 14:49 TILL7 CHRISTINA R 382341

Rainbow misc Morrisons Daily
Store: 1416 - PONTYCLUN
2 SOUTHALL STREET
PONTYCLUN CF72 9QH
Tel: 01443 224110
www.mccollis.co.uk
VAT No: 343 4753 55

27/05/22 09:45 A08809 101-720516
REPRINT

64002539 M Soft White Ru £ 0.89
Price Override to 0.20
90015890 M Summer Favour -0.69
2 @ 2.00 adj 4.00
90014222 M Geranium Plan 4.00
2 @ 2.00
SUB-TOTAL 8.20
Promotion Discount:-
0652 MD Plants 2@£3 -1.00
Total Discount -1.00
Total To Pay £7.20
Mastercard Tendered £7.20
Change £0.00

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

27/05/22 10:34 A26936 101-722648
REPRINT

40005402 C D M 110g £ 1.75
65000628 M Wild Rocket 7 1.10
62005701 M Beet Mince 5% 3.85
Price Override to 2.00
90014222 adj -1.85
3 @ 2.00 M Geranium Plan 6.00
SUB-TOTAL 10.85
Promotion Discount:-
0652 MD Plants 2@£3 -1.00
1186 M7 Conf ALINK £1 -0.75
1282 0321 EPR Save 50p -0.50
Total Discount -2.25
Total To Pay £8.60
Mastercard Tendered £8.60
Change £0.00

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Alliance Property Holdings Limited
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themord-morrisons.com

Rainbow misc Lidl
Bridgend
VAT NO. GB350396892

f Mince 20% 500g 1.89
ger Buns Natur 0.85
rots 0.43
nthus Pink Kisses2 x £5.99 * 11.98
AL plants for war 15.15
NEWMOOD 15.15

CUSTOMER COPY* - PLEASE RETAIN RECEIPT
Date: 07/06/22 Time: 15:23:05
J: ***76462 TID: ***2837
NS NO: UK120305128154158221
cjt Mastercard *****8261
000000041010
ntactless SALE
ount £15.15
rification Not Required
PROVED
EASE DEBIT ACCOUNT WITH TOTAL SHOWN

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

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The Community Council must be informed of requests for grants less than £499 by the end of August and more than £500 by the end of November. The maximum grant available is up to £2,000.

No payments will be paid by cash.

SECTION A: ABOUT YOU

Name of Organisation:

LLANHARAN HORTICULTURAL
SOCIETY

(Please note that if you are successful, payment will be made to a bank account registered in this name).

Registered Charity Number (if applicable)

Name of Main Contact:

NATHAN HUGHES

(All correspondence will be addressed to this person)

Full Postal Address of Applicant:

9 MAES YR YSGALL
COZY, BEDDGCEND,
CF35 6YF

Contact Telephone Number:

Daytime:

Mobile: 07930 345239

Main Contact Email Address:

nathanmhughes@live.co.uk

Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?

If the answer is yes, please complete the box below: Yes



Date	Amount
2019	£ 600
	£
	£
	£

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

To cover the expenditure of the show. The show has grown in size in recent years and with the large number of exhibitors now entering the expenditure has increased. However, the show is now a much loved annual tradition and has very much put Llanharan on the map.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area? 8 80% live in area



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: *A.M. Hughes* Date: *04.07.2022*

Please note that this form requires two signatures:

Second Signature:

Position held in organisation: *TREASURER*

Signed: *R* Date: *4 JUL 22*

Completed application forms should be returned to:
Clerk to the Council
Llanharan Community Council
2 Chapel Rd
Llanharan
CF72 9QA
clerk@llanharancc.co.uk
01443 231430

Checklist:-



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

LLANHARAN HORTICULTURAL SOCIETY

Account Number

79634660

Sort Code

30-96-26

SECTION F: Completing the application



Are you a not for profit organisation?

Yes ☒

No ☐

How long has the organisation been established?

9 years

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

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

The grant will greatly assist with the running costs and expenditure of our annual show.

The large show attracts exhibitors not just from the village but from all over Wales, however with the resident's section, the people of Llanharan and Bynna are very much at the heart of the show.

How will the Grant Aid benefit the Community?

The show funds puts Llanharan on the map



and is looked forward to by the community particularly after a 2 year absence with Covid.

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

Start Date: 1st March 2022 (prep already started)

Completion Date: 13th August 2022

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

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

£1500

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

£1200

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

LLANHARAN COMMUNITY SHOP - £250 received

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules



B. £101 - £499

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

C. £500 - £2,000

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

Section D: Sustainability

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

YES ~~NO~~ (delete as applicable)

If yes, provide details.

The show is in its 57th year and is an established annual tradition.

Section E: Payment Details

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

THE LLANHARAN HORTICULTURAL SOCIETY
THE 51st ANNUAL
LLANHARAN HORTICULTURAL SHOW



SATURDAY 13th AUGUST 2022

LLANHARAN RUGBY CLUB

JUDGING 11AM DOORS OPEN 2PM

A WELCOME FROM THE SHOW SECRETARY

Hello and welcome to this years' Llanharan Horticultural Show. At the end of our record- breaking Golden Show in 2019, I don't think anyone could have predicted the world changing events that were to follow. I hope that the return of our show this year brings you the sense of comfort and normality that we have all longed for so very much.

I would like to thank our exceptional organising committee for working so very hard to ensure that this show was possible as well as to the Llanharan Community Council for their continued financial support. I would also like to thank Llanharan Rugby Club for continuing to host our show in it's traditional home.

Finally, I would like to give a special mention of all of our wonderful NHS staff and key workers, to whom our sense of gratitude for their work over the past two years can never truly be repaid.

I wish you all a very enjoyable day.



THE COMMITTEE

Neil McAndrew (Chairman)

Nathan Hughes (Show Secretary)

Robert Hughes (Treasurer)

Melanie Hughes (Secretary)

Sharon Hughes

Jeffrey Williams

Emrys Evans

Jolene Allen

Hannah Cogbill

JUDGES

Mr John Oliver (Treorchy) - Vegetables

Mr Mark Ashton (Port Talbot) - Flowers

Mr Terry Bratcher (Somerset) - Dahlias

Mrs Wendy Field (Llanharan) - Culinary

Mrs Jolene Allen - Arts and Crafts & Photography

Chair of Llanharan Community Council - Children's Section

MEDALS AND TROPHIES

NVS Medal for Best Vegetable Exhibit

NDS Silver Medal for Best Dahlia exhibit in show

NDS Bronze Medal for Best Dahlia vase in show

WDS Silver Medal for Second Best vase in show

WDS Bronze Medal at judges' discretion.

John Evans Memorial Cup - Best in Show

Len Price Memorial Cup - Best in Children's Section

Joyce Worgan Memorial Cup - Best Welsh cakes

George Rogers Memorial Cup - Flower Section

Brynna Cup - Roses

J. David Bowl - Dahlia Section

Legion Challenge Cup - Vegetable Section (Collection Included)

Bill Howells Memorial Cup - Vegetable Section (Collection Excluded)

Mrs G. Cornelius Cup - Culinary Section

Anniversary Shield - Photography Championship

HA Jenkins Challenge Cup - Arts and Crafts Section

The Stan Hughes 'Stanley' Memorial Cup - Best in Residents Section

SCHEDULE

Prize Money (Unless otherwise stated)

1st: £5.00 2nd: £2.50 3rd: £1.00

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

OPEN SECTION

DAHLIA SECTION - To be judged to NDS rules

1. Three vases of Three blooms per vase. One variety per vase; Three varieties to be shown. If Poms, then Five Poms per vase.
(1st: £10.00 2nd: £8.00 3rd: £5.00) *
2. Two vases of Three Blooms per vase. One variety per vase. Two classifications to be shown from classes 3-13
(1st: £6.00 2nd: £3.00 3rd: £2.00)
3. One vase of Three Water Lily Dahlias, any varieties
4. One vase of Three Medium Cactus or Semi-Cactus, any varieties
5. One vase of Three Small Cactus or Semi-Cactus, any varieties
6. One vase of Three Miniature Cactus or Semi-Cactus, any varieties
7. One vase of Three Medium Decoratives, any varieties
8. One vase of Three Small or Miniature Decoratives, any varieties
9. One vase of Five Pom Dahlias, any varieties
10. One vase of Three Ball Dahlias, any varieties
11. One vase of Three Collerettes, any varieties
12. One vase of Three Blooms, any class not mentioned above

13. A vase of mixed Blooms, not more than Five Blooms (Classes 3-13), all in One vase, from at least Two classes
14. Basket of Dahlias to contain no less than Twelve Blooms, to be staged for frontal effect
(1st: £6.00 2nd: £3.00 3rd: £2.00)

FLOWER SECTION

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

VEGETABLE SECTION - to be judged to NVS rules

27. Collection of Four Vegetables (Quantities as shown in single classes 34-57)
(1st: £10.00 2nd: £8.00 3rd: £5.00) *
28. Five Tomatoes
29. Three Leeks
30. Nine Runner Beans
31. Three Carrots - Long
32. Three Carrots (Other than Long)
33. Five Potatoes - White
34. Five Potatoes - Coloured
35. Two Cucumbers
36. Three Onions - from seed
37. Three Onions - from sets
38. Three Onions - each under 250 grams
39. Nine Shallots (Pickling, not to exceed 30mm)
40. Nine Shallots - Large
41. Two Marrows
42. Three Globe Beet
43. Two Cabbage
44. Two Lettuce
45. Six Pods of Peas
46. Six French/Dwarf Beans
47. Six Broad Beans

48. Any vegetable not mentioned in any class above

CULINARY SECTION

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

ARTS AND CRAFTS SECTION

59. A Collection of Five Photographs taken by the exhibitor, on the subject of 'The Natural World'
(1st: £10.00 2nd: £8.00 3rd: £5.00) *
60. A Single Photograph taken by the Exhibitor
61. A Cross Stitched Item
62. A Painting or Drawing
63. A Knitted Article
64. A Quilted Article
65. A Crochet Article

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

RESIDENTS SECTION (Sponsored by Cllr. Geraint Hopkins)

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

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

Some Tips on Presenting Your Culinary Entries

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

Jams & Chutneys

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

Large Cakes

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

Apple Tart

1. Entries to be presented on a standard dinner plate

CHILDRENS SECTION (Free Entry)

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

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

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

Open Section (All ages up to 16)

(1st: £3.00 2nd: £2.00 3rd: £1.00)

- C4.** A Painted Stone
- C5.** Best Painting or Drawing
- C6.** Best Hand Made Card
- C7.** Best Photograph
(1st: £5.00 2nd: £3.00 3rd: £1.00)
- C8.** Six Homemade Cookies
- C9.** An Edible Animal (made out of fruit and/or vegetables)
- C10.** An Item made from Recyclable Materials (Max size 2ft x 2ft)

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

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

SHOW RULES

1. All protests to be made in writing by 3pm on day of Show accompanied by £3 deposit which is forfeited if overruled. Decision to be made by the Show Secretary, whose decision is final.
2. Subject to rule 3, all entries must in by Friday 12th August 2022, 21:30. Entries will be accepted by post or phone (01443 229420) and in person at 12 South View, Bryncae, Llanharan, CF72 9RQ.
3. Entries will be accepted on the day if enough room is available at the discretion of the Show Secretary, with the exception of classes 1, 15, 27, 59 & C10.
4. Entries in flower section may be with or without foliage except where otherwise stated.
5. All trophies to be returned by 1st July, 2023.
6. All trophies are perpetual.
7. The Committee accepts no responsibility for loss or damage sustained by the public or exhibitors. This does not effect your statutory rights.
8. Strict attention must be paid to the schedule; if in doubt, ask.
9. Wherever possible, exhibitors should name varieties as this makes the show more interesting for all.
10. For the purpose of this Show, Flower entries must be shown in bowls or vases.
11. Any medals may be withheld if the judges feel the entries are of insufficient merit.
12. Vases are not provided by the Society.
13. All entries must not have been entered in previous Llanharan Horticultural Shows.
14. Prize money will be paid as soon as possible after the Presentation of Awards (approximately 4pm). Prize money paid by Prize Cards. No Card - No Payment.
15. All produce must have been grown by the exhibitor. If in the opinion of the judges this is not so, then these entries will be disqualified and no appeal considered.
16. The Committee reserve the right to refuse entries from anyone who by the nature of their trade or profession hold an advantage over other competitors.
17. All enquiries to the Show Secretary.




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



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

Van Hire - £224.20

Pricing



MEDIUM VANS
TRANSIT

C04

Rental

£222.00

Admin Charge

£2.40

Miles

£0.00

Total Price

£224.40

Refundable Deposit*

£200.00

Vegetable medal and membership

Society + 1 medal

£29.60 per year

Your details

First name

Last name

Email address

Dahlia membership

Society Membership

£15 per year

Our membership option for affiliated societies with a full range of benefits and features.

1

Sign Up Now

Medals are an additional £40

Judges buffet from Llanharan LCDP - £10 per head for 8 people - £80

Prize money – see attached schedule – approx £800, if every class entered and top 3 prizes awarded in every class.

Schedules - £248.00

On 20 May 2022 21:16, Norman Harris <nch@harrisprinters.co.uk> wrote:
Evening Nathan

Thanks for the mail trust you are well to, it has been a testing time for everyone.

We can produce all the jobs for a bundle price of 248.00 total cast they can be ready for collection pm Tuesday or we can deliver if required.

Many thanks,
Dio!ch Yn Fawr

Norman Harris.

HARRIS PRINTERS

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T. 01656 788 038 M. 07792 201 639

Judges fee - £75 to cover petrol for the judge travelling from Somerset

Banquet paper - £17.50

The co-operative bank

co-operativebank.co.uk/business

phone 03457 213 213

CLLR J D WILLIAMS
Llanharan Horticultural Show S
16 Rose Terrace
Llanharan
Pontyclun
CF72 9RH

MEB88-J1075550000

33000

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title LLANHARAN HORTICULTURAL SHOW SOCIETY	10 MAY 21	OPENING BALANCE			276.96
	9 DEC 21	400070 0025467944870000	40.00		236.96
		Statement closing balance			236.96

Sort code
089299

Account number
65643774 00

Statement date
24 December 2021

Statement number
52

Page number
1 of 1

Statement opening balance
276.96

Money out
40.00

Money in
0.00

Statement closing balance
236.96

International Bank
Account Number

GB95 0892 0892 9999 6437 74

Bank Identification Code
CPBK GB22

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

For more information on eligible deposits please refer to www.FSCS.org.uk

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **ODS** Overdrawn Intermediate Balance **NSTF** Non Starting Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

As you may be aware, on 16 December 2021, the Bank of England announced an increase in the Bank of England base rate from 0.10% to 0.25%. As a result existing overdrafts that are currently linked to the Bank of England base rate will have increased in line with this change.

MS-PO1906829/REB8542J/1075550000

FS000018/PO1906829/REB8542J/1075550000



Llanharan Horticultural Society Accounts 2021

2021

Bank					
Starting Balance: 1st January 2021			Closing Balance:		
276.96			236.96		
Money In			Money Out		
Date	Description	Amount	Date	Description	Amount
			09/12/2021	Wreath 2021	40.00
Total			Total		
0.00			40.00		

Cash in Hand					
Starting Balance: 1st January 2021			Closing Balance:		
124.86			124.86		
Money In			Money Out		
Date	Description	Amount	Date	Description	Amount
Total			Total		
0.00			0.00		

Total In Bank:	236.96
Cash In Hand:	124.86
Total End 2021:	361.82

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

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

No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	BRYNNA F.C.
Registered Charity Number (if applicable)	
Name of Main Contact: (All correspondence will be addressed to this person)	RAY SHADE
Full Postal Address of Applicant:	BRYNNA HOUSE, BRYNNA RD BRYNNA PONTYELUN R.C.T CF72 9QF
Contact Telephone Number:	Daytime: 01443 225638 Mobile: 07899924956
Main Contact Email Address:	RAYSHADE1945@GMAIL.COM
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?	
If the answer is yes, please complete the box below:	
Date	Amount
2021	£ 800
2019	£ 800
2018	£ 700
2017	£ 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"/>

LANSHIRE COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £5,000

No payments will be paid by cash

SECTION A: ABOUT YOU

Name of Organisation: (Please note that if you are successful payment will be made to a bank account registered in this name)	
Registered Charity Number (if applicable)	
Name of Main Contact: (All correspondence will be addressed to this person)	
Full Postal Address of Applicant	
Contact Telephone Number	
Main Contact Email Address	
Has the organisation received Grant Aid from Lanashire Community Council in the past 5 years?	
If the answer is yes, please complete the box below	
Date	
Has an approved Two Grant award contribution been satisfactorily completed for the next financial year?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 WITHIN BRYNNA AND THE SURROUNDING AREAS. IT IS TO ATTRACT PEOPLE TO PARTICIPATE IN GAMES, TRAINING AND ASSISTING OR EVEN WATCHING AND SUPPORTING THE CLUB.

IT IS ALSO A CLUB WHERE JUNIORS CAN INTEGRATE FROM JUNIOR LEVEL TO SENIOR LEVEL.

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

WE HAD APPROX 80 PLAYERS REGISTERED LAST SEASON, SO WITH ADMIN, COACHES AROUND 90 PEOPLE INVOLVED. THIS SEASON BECAUSE OF NEW RULES THERE WILL NOT BE A YOUTH TEAM, BUT WE ARE TALKING ABOUT A THIRD TEAM BUT AS YET NO DECISION MADE.

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

How will the Grant Aid benefit the Community?

IT BENEFITS THE COMMUNITY BY
GIVING ANYONE AN CHANCE TO PLAY
FOOTBALL, OR TRAIN, THIS IS AVAILABLE
TO ANYONE WITHIN THE COMMUNITY,
AND IS A CHANCE TO KEEP FIT, OR
IF THEY WANT TO HELP COACH OR ASSIST
IN ANY CAPACITY, THEY ARE ALL WELCOMED
ITS AN OPPORTUNITY FOR PEOPLE TO INTEGRATE
INTO SPORT IN A CAPACITY THAT SUITS THEM

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

Start Date: HOPEFULLY SEPTEMBER 2022

BUT TRAINING WILL START SOONER

Completion Date: POSSIBLY MAY 2023

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 THE SEASON
WILL BE APPROX £8000 - £10,000
THIS BECAUSE OF THE INCREASE IN COST OF
HIRING 3G PITCH FOR TRAINING

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

£1,500. THIS IS DUE TO EXTRA COSTS INCURRED
FOR VANDALISM TO OUR DUG OUTS.
ALSO WE HAVE NO SPONSORS THIS YEAR
ASYET.

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

LAST SEASON WE HAD SPONSORSHIP FOR 1 KIT
FOR OUR YOUTH TEAM. OUR TOTR WHICH WE RUN
OURSELVES STARTED BACK UP AND THIS IS OUR MAIN
SOURCE OF INCOME, WE ARE ALSO TRYING A 100
CLUBS BEFORE SEASON STARTS, WHERE WE GET PEOPLE
TO PAY IN £10 AND IF WE REACH OUR TARGET THE WINNER GETS £500
AND CLUB GETS £500

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

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

C. £500 - £2,000

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

<p>SECTION C: How much Grant Aid is being applied for?</p> <p>What is the total cost of the collection for which Grant Aid is requested?</p> <p>The total cost of the collection is £10,000.</p> <p>The total cost of the collection is £10,000.</p>	<p>What is the amount of Grant Aid the organisation would like to apply for?</p> <p>The amount of Grant Aid the organisation would like to apply for is £5,000.</p>
<p>What other sources of funding have been identified or are available for the project?</p> <p>The project has been funded by the local council for the past 5 years.</p> <p>The project has been funded by the local council for the past 5 years.</p>	<p>Supply the following information dependent on grant applied for</p> <p>A. Up to £100</p> <ul style="list-style-type: none"> Organisation/Group constitution or rules
<p>B. £101 - £999</p> <ul style="list-style-type: none"> Income and expenditure account/balance sheet Last bank statement Constitution or rules VAT registration Is the organisation profit making? Provide quotations for items the Grant will be used on 	
<p>C. £1000 - £5,000</p> <ul style="list-style-type: none"> As requested in B Latest audited accounts and balance sheet 	

Section D: Sustainability

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

Yes ☒

No ☐

If yes, provide details.

THE SEASON LASTS APPROX 8-9 MONTHS
WITHOUT YOUR SUPPORT WE PROBABLY WOULDN'T
SURVIVE MORE THAN TWO SEASONS.

THERE ARE DIFFERENT THINGS THAT COME UP
DURING THE SEASON, NEW BALLS, FIRST AID,
REPAIR OF KIT, APART FROM REGULAR ITEMS
KIT WASH, REFEREE'S FEES, CHANGING ROOMS CLEANED
ALL VERY COSTLY. ANY SUPPORT YOU PROVIDE
IS REALLY APPRECIATED.

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

84057467

Sort Code

60 16 48

Section D: Payment Details

If you provide details...

to...

It may provide details...

...

Section E: Payment Details

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

Account Name (the name of the organization to which the payment is made)

...

Account Number

...

Bank Code

...

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: 01/07/2022

Please note that this form requires two signatures:

Second Signature:

Position held in organisation: CHAIR

Signed:

R Huw North

Date: 01/07/22.

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.

- ✓ A copy of the organization's Constitution or rules to be provided
- ✓ Two signatures on the form
- ✓ Submission of the application form is completed before the deadline date

Checklist:

01-413-23-1450
 0673 80A
 Llanharan
 Llanharan Community Council
 Clerk to the Council

Completed application forms should be returned to:

Signed: *[Signature]* Date: 01/01/2012

Position held in organization: Clerk

Second Signature

Please note that this form requires two signatures:

Signed: *[Signature]* Date: 01/01/2012

I declare that the information contained in this application is correct.

I declare that the information contained in this application is correct.

Declaration:

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

Section B: Completed the application

- ✓ 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:	RAYMOND SWADE
Organisation:	BRYNNA F.C.
Address:	BRYNNA HOUSE BRYNNA RD BRYNNA PONTYDUN CF72 9QF
Telephone:	07899924956
Email address:	RAY SWADE 1945@GMAIL.COM
Website:	—
Reason for previous application: (Project/activity name/details)	TO RAISE MONEY FOR BRYNNA FC, TO CONTINUE THE ACTIVITY OF THE CLUB IN THE COMMUNITY.
Amount received:	£800
Date received:	2021

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 A VIABLE AND FINANCIAL STABILITY TO KEEP THE CLUB RUNNING FOR THE PEOPLE WITHIN 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
01443 231430

<p>1. Was there any other information received from the donor?</p>	<p>Yes, the donor mentioned that the child was born in the year 1960.</p>
<p>2. What was the name of the child?</p>	<p>The name of the child was [Name].</p>
<p>3. What was the date of birth of the child?</p>	<p>The date of birth of the child was [Date].</p>

4. What was the reason for the child's death?

The reason for the child's death was [Reason].

5. What was the cause of death?

The cause of death was [Cause].

6. What was the date of death?

The date of death was [Date].

7. What was the name of the person who reported the death?

The name of the person who reported the death was [Name].

8. What was the address of the person who reported the death?

The address of the person who reported the death was [Address].

9. What was the date of the report?

The date of the report was [Date].



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 PONTYCLUN CF72 9QF
Telephone:	07899924956
Email address:	RAYSHADE1945@GMAIL.COM
Date & Amount granted:	2021 £800
Specific reason for grant: What was the grant for:	TO ENABLE BRYNNA FC. TO PARTAKE IN FOOTBALL + TRAINING, AND THIS HELPS THE COMMUNITY TO KEEP FIT AND HEALTHY.
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? (State what evidence is required here): Applicant to provide the evidence.	INVOICES CAN BE PROVIDED IF NECESSARY.
Did the donation achieve its aims in relation to making a difference to the Community?	YES IT DID

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
01443 231430

1. The right to life
2. The right to liberty
3. The right to security
4. The right to privacy
5. The right to property
6. The right to family
7. The right to religion
8. The right to education
9. The right to work
10. The right to social security
11. The right to health
12. The right to a fair trial
13. The right to a public trial
14. The right to a speedy trial
15. The right to a fair and public hearing
16. The right to be heard
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BRYNNA F.C.

BALANCE SHEET 2021/22

INCOME		EXPENDITURE	
C/F.	546	LAUNDRETTE	1104
COMMUNITY GRANT	800	REF FEES	1270
TOTE	1560	LEAGUE FINES	400
PLAYERS SUBS	7842	TOTE INCENCE	20
FINES	200	LEGION WREATH	25
100 CLUB	500	TRAINING FEES	4150
		INSURANCE	400
		PURCHASE TOTE TICKETS	230
		SHOWER CLEANING	390
		AFFILIATION FEE	40
		SENIOR CUP FEE	25
		PITCH FEES	900
		PRESENTATION NIGHT	250
		BALLS + EQUIPMENT	300
		PUG OUT REPAIRS	792
		FIRST AID EQ.	100
		CUP FINAL BUS + FOOD	160
Total	11448		10556

BALANCE £892.

ACTING TREASURER + SECRETARY

R. Hoad

CHAIRMAN

R. H. Waltham

CC-0 1212 1442 10433

29. 11. 1949

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Current Account

Date	Details	Withdrawn	Paid in	Balance
6 May 2022	BROUGHT FORWARD			936.89
31 May	Cheque 000261	45.00		891.89



Current Account

Branch details
Bridgend(C) Branch
28 Adare Street
Bridgend
CF31 1EN

Summary 6 May 2022 to 1 Jun 2022 Sheet 107

Previous balance	936.89
Withdrawn	45.00
Paid in	0.00
New balance	891.89

K38900/01820247/I 601648/00263



BRYNNA FOOTBALL CLUB
8 CAE FFYNNON
BRACKLA
BRIDGEND
CF31 2HG

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). 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 FSCS website at www.FSCS.org.uk

For Bank use

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

