



## LLANHARAN COMMUNITY COUNCIL

28 October 2020

To Members of the Audit Committee,

The next meeting of the Audit Committee will be held on Tuesday 3 November 2020 at 7.00pm.

The meeting will be held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
3. To approve as a true and accurate record the minutes of the meeting held remotely on Tuesday 14 July 2020 at 7.00pm and to note the Clerk's action report. **Appendix One**
4. To discuss any matters arising from the minutes.
5. An opportunity for members of the public to speak for up to 3-minutes on any item on the agenda – 24-hour notice required.
6. To consider applications for financial aid from community organisations. **Appendix Two**
7. To review Covid-19 Grant Aid expenditure.
8. To review Standing Orders and Financial Regulations. **Appendix Three**



9. To note council expenditure for 2020/21. **Appendix Four**
10. To note Community Infrastructure Levy expenditure.  
**Appendix Five**
11. To review the Asset Register. **Appendix Six**
12. To consider costs for Summer baskets and planters 2021  
**Appendix Seven**
13. To consider any items which the Chair considers should be discussed as a matter of urgency, or to be included on the agenda for the next meeting.

Members of the public and the press may attend and can obtain any documents referenced on the agenda prior to the meeting.

To request documents and or joining instructions contact  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales) or 01443 231430 Monday to Friday  
9.30am to 1.30pm

A handwritten signature in black ink, appearing to read 'C. Kennedy'.

Catherine Kennedy  
Clerk to the Council/Responsible Financial Officer  
28 October 2020



Audit Minutes 14/07/2020

## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE**

**Minutes** of the **Audit Committee** held by video link at 7pm on Tuesday 14 July, 2020 in accordance with the:

**Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 - enabling meetings of local authorities held before 1st May 2021 to be held by means of remote attendance.**

#### **Present:**

**Councillors:** C Parker, R Turner, B Stephens, W Thomas and R Lewis-Watkin

**Acting Clerk** Catherine Kennedy

#### **1. Election of Chair and Deputy Chair**

Cllr C Parker was unanimously elected Chairperson.

Cllr R Lewis-Watkin was unanimously elected Deputy Chairperson.

#### **2. Welcome and apologies for absence**

Apologies received from Cllr D Morelli.

#### **3. Disclosures of personal and prejudicial interests**

Cllr R Lewis Watkin declared an interest in one of the Covid-19 Aid Applications.

#### **4. Minutes**

The minutes of the meeting held on 14<sup>th</sup> November 2019, 7pm at Llanharan Miners Welfare Hall were approved as an accurate record of events.



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## **5. Annual Financial Aid Applications RECOMMENDATIONS:**

### **Members agreed the following:**

- a. Llanharan Rugby Club - £1,500 (subject to receipt of Bank Statement & Balance Sheet).
- b. Brynna OAP - £1,500 (subject to second quote being obtained for works to be carried out).
- c. 1<sup>st</sup> Llanharan Rainbows - £400
- d. Dairy Tots – £479.52
- e. Hope Rescue £1000
- f. Llanharan Recreational Ground Trust - £12,432 (to be funded from CIL monies and subject to two quotes being obtained for the work to be carried out)
- g. Brynna Community Centre - £15,000 – (to be funded from CIL monies and subject to two quotes being obtained for the work to be carried out)

## **6. Covid-19 Emergency Aid**

- a. Llanharan Recreational Ground Trust - £2,123
- b. Brynna OAP - £1000
- c. Brynna Community Centre - £3,049.05
- d. Llanharan OAP - £1000
- e. LCDP - £5000
- f. 1<sup>st</sup> Llanharan Rainbow Guides - £250
- g. Bryncae Community Centre – application subject to receipt of expenditure
- h. Hope Rescue - Declined





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## **7. Community Infrastructure Levy (CIL) 123**

### **List RECOMMENDATION:**

Provide a summary of funds received and fund spent to date.

## **8. Christmas Lights**

### **RECOMMENDATION**

To agree an amendment to standing orders increasing the amount that council is required to invite contractors to tender for works, from £10,000 to £25,000.

## **9. Annual Accounts**

### **RECOMMENDATION**

To adopt the Governance Report and Annual Return for 2019/20.

## **10. Payment Card**

### **RECOMMENDATION**

To adopt the Welsh Minister Payment Card Scheme operated by Barclays Bank.

## **11. War Memorial**

### **RECOMMENDATION**

To enter into a three-year contract for cleaning and maintenance of Brynna and Llanharan War Memorials.

## **12. Asset Register**

### **RECOMMENDATION**

Request a quote from the Councils insurance provider and advice from other community councils on their stance regarding insuring War Memorials.

## **13. Matters of**

### **Urgency**

### **RECOMMENDATION:**

Council owned land adjacent to Llanharan Cemetery is deemed dangerous for pedestrians. It was mooted that could CIL monies be used to put a right of way in place. Cllr R Turner to take this up with RCT.

**The meeting ended at 8.15pm**

Signature: C. Paul



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## LLANHARAN COMMUNITY COUNCIL

### Report for Audit Committee Meeting

Tuesday 3 October 2020.

Agenda Item 3

**Actions followed up from the Audit Committee meeting** held by video link at 7pm on Tuesday 14th July 2020.

#### 1. Annual Financial Aid Applications

***The following annual grants were paid:***

- a. Llanharan Rugby Club - £1,500 (following receipt of bank statement)
- b. Brynna OAP - £1,500 (following second quote being obtained)
- c. 1<sup>st</sup> Llanharan Rainbows - £400
- d. Dairy Tots – £479.52
- e. Hope Rescue - £1000
- f. Llanharan Recreational Ground Trust - £12,432 *Appendix One***
- g. Brynna Community Centre - £15,000 *Appendix Two***

#### 2. Covid-19 Emergency Aid

- a. Llanharan Recreational Ground Trust - £2,123
- b. Brynna OAP - £1000
- c. Brynna Community Centre - £3,049.05
- d. Llanharan OAP - £1000
- e. LCDP - £5000
- f. 1<sup>st</sup> Llanharan Rainbow Guides - £250
- g. Bryncae Community Centre – £1,104 paid



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**3. Payment Card**

Application for staff payment cards completed and currently being processed.

**4. War Memorial**

Three-year contract signed for bi-annual cleaning and maintenance of Brynna and Llanharan War Memorials. Cleaning ready for Remembrance Sunday has taken place and QR codes provided by History Points have been placed alongside each memorial (allowing members of the public to access information using their smart phones).

**5. Asset Register**

As recommended the Llanharan and Brynna War memorials have been insured to the sum of £117,000, active from the 13 August 2020.



Catherine Kennedy  
Clerk to the Council/Responsible Financial Officer  
3 November 2020



## Appendix One

### Llanharan Recreational Ground Trust (LRGT)

The Trust received £14,555 in total, paid in two separate amounts.

Annual Grant - £12,432.00

Covid 19 Grant - £ 2,123.00

Payment has been made as follows:

£

175.00 Japanese Knotweed

230.79 July Insurance

230.79 August Insurance

230.70 September Insurance

230.70 October Insurance

174.58 Fire Inspection & Replacement

140.50 Playground Inspection

101.66 PPE, Face Shields, Masks, Dispenser, Sanitiser, Signage

12,996 Roof and Drainage

92.76 July Electric

**Total Expenditure = £14,603.48**



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## Appendix Two

### Brynna Community Trust

**The Trust received £15,000 in total**

Community Centre, Brynna, 9th September 2020

The following work was completed on the main roof of property

- All scaffolding put up and taken down.
- All roof covering stripped off and removed from site.
- Top grade of breathable felt and treated 2x1 batten fitted.
- Tiled using a smooth grey concrete tile
- Ridged using a very efficient dry ridge system.
- Individual dry verge system fitted.
- New timberwork fitted where needed.
- New PVC fascia and guttering fitted.
- 

· **Total Expenditure = £17,500**



## LLANHARAN COMMUNITY COUNCIL

### Grant Aid Application Form

The Community Council must be informed of requests for grants by 27<sup>th</sup> October 2020. The maximum grant available is up to £2,000.

No payments will be paid by cash.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	BRYNNA OAP ASSOCIATION
<b>Registered Charity Number (if applicable)</b>	N/A
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	MRS ANN DAVIS
<b>Full Postal Address of Applicant:</b>	6 BRYN HENLLAN, BRYNNA, PONTYCLUN, CF729SG
<b>Contact Telephone Number:</b>	Daytime:01443226546 Mobile:07889542809
<b>Main Contact Email Address:</b>	annjoe02@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
2018	£ 1000
2019	£ 1500
	£
	£

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

We are an old age pensioners association which caters for like minded 50+years of age who can join as members meeting once a month for a chat cuppa and information. We may have speakers. Also we may play games usually Bingo which is much enjoyed and have raffles.

Three times a year we have coach trips to members chosen destinations. March we have our annual dinner in a restaurant and at Christmas members bring food for our in-house party when hold a members only free raffle and a public raffle to aid our funds and pay for most of the prizes with some local shops donating.

Our hall is available to hire. We host charity teas and local community meetings.

Before Covid19 we had a weekly slimming club.



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

We have approx. 50 members with 3 living outside Llanharan CC area.

Are you a not for profit organisation?

Yes ☒

No ☐

How long has the organisation been established?

Established 1951

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

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

This grant is for upgrading of our kitchen and adjoining corridor. We need to remove the cooker (not in use as too old) fill the gap with shelving and work top.

Remove disused water heater and Cover fan vent (to stop flies entering)

We do not cook in this area but prepare food and beverages.

Repair areas as necessary paint ceiling and walls.

Paint corridor walls.





How will the Grand Aid benefit the Community?

To improve the facilities and appearance as we have had our Hall damp proofed, new carpet and new chairs by means of grant.

The Hall has been re-decorated courtesy of Llanharan CC grant.

We will be able to offer our members a healthier environment, pleasing to the eye, to be able to sit in comfort. Also it would be more advantageous should we have a request to hire the Hall at our discretion.

Hire of our is not for profit as we have to pay for gas, electric, water and cleaning after use.

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

Start Date:

**December 2020**

Completion Date:

**February 2021**

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

What is the total cost of the project for which Grant Aid is required?  
£1357.00



What is the amount of Grant Aid the organisation would like to apply for? £1000

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

The remaining paint left from the Hall work will be used in these areas until exhausted but no other funding has been requested.

**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 *N/A FOR BRYNNA OAP*
- Is the organisation profit making? *NO*
- 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)

YES

If yes, provide details.



We are committed to maintain a Brynna OAP meeting place as part of the National Old Age Pensioners Association of Wales (Active Wales) to which all OAP associations in Wales belong. As we own the Hall it is imperative that we maintain the property to a high standard.

### 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 Old Age Pensioners fund

**Account Number**

50184209

**Sort Code**

40-13-23





### **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:

A handwritten signature in blue ink, appearing to be 'J. Jones'.

Date: 26.10.2020

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

Second Signature:

Position held in organisation: Chairperson

Signed:

A handwritten signature in blue ink, appearing to be 'D. Jones'.

Date: 26.10.2020

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



Clerk to the Council/Responsible Financial Officer  
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:	Ann Davis
Organisation:	Brynna OAP Association
Address:	6 Bryn Henllan, BRYNNA, CF729SG
Telephone:	07889542809
Email address:	annjoe02@btinternet.com
Website:	N/A
Reason for previous application: (Project.activity name/details)	<p>1. Paint exterior of Hall remove rust &amp; paint all metal. Remove letter box.</p> <p>2. Paint interior of Hall walls, dado rails, skirtings, doors &amp; stage area</p>





	<b>woodwork, remove heater &amp; block gap.</b>
Amount received:	1. £1000 2. £1500
Date received:	2018 2019
I was happy with the application process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	<b>Safer environment for our members and the outside of the Hall building looks very inviting and clean for the village on the main road.</b>

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

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

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

*Return the completed form to:*

**Clerk to the Council/Responsible Financial Officer  
Llanharan Community Council**

BRYNNA O.A.P. EXPENDITURE 2019

**£6,206.24**



BRYNNA O.A.P. 2019 INCOME

MONTHLY SUBS	£984.00
MONTHLY RAFFLES	£509.50
CHRISTMAS RAFFLE	£326.00
BINGO ON BUS TRIPS (4)	£270.00
TRIPS MEMBERS/GUESTS BUSES (5)	£919.00
SLIMTONE RENT	£550.00
KEEP FIT (14/10)	£10.00
CHRIS ELMORE HIRE OF HALL	£20.00
39 @ £20.00 ANNUAL DINNER (19/3/19)	£780.00

£4,368.50

<u>INCOME IN:</u>	£4,368.50
<u>INCOME OUT:</u>	£6,206.24
<u>DIFFERENCE:</u>	£1,837.74

Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

080191\_266 3/ 4 00004 6671 1506 38900

Mrs S George  
3 The Elders  
Brynna Road  
Pencoed  
Bridgend  
Mid Glamorgan  
CF35 6PG



## Your Statement

### Account Summary

Opening Balance	11,130.01
Payments In	250.00
Payments Out	1,456.18
Closing Balance	9,923.83

23 August to 22 September 2020

### International Bank Account Number

GB43HBUK40132350184209

### Branch Identifier Code

HBUKGB4113A

### Account Name

Brynna Old Age Pension Fund Llanharan

### Sortcode

40-13-23

### Account Number Sheet Number

50184209

453

### Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
22 Aug 20	BALANCE BROUGHT FORWARD			
09 Sep 20	DD OPUS ENERGY LTD			11,130.01
	BP INTERL RCT	12.31		
	Micro Grant			
16 Sep 20	CHQ 100444 RENTORIL		250.00	11,367.70
17 Sep 20	CHQ 100445 CHAIRS	729.22	MASKS/ANTI-BE	10,638.48
21 Sep 20	DD CNG ENERGY LTD	686.34		9,952.14
22 Sep 20	BALANCE CARRIED FORWARD	28.31		9,923.83
				9,923.83

### Information about the Financial Services Compensation Scheme

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

### Credit Interest Rates

Credit interest is not paid

balance

AER  
variable

### Debit Interest Rates

Debit interest

balance

EAR  
variable

21.34%



# BRYNNA OLD AGE PENSIONERS ASSOCIATION

## CONSTITUTION

### OBJECTS

The aims and objects of the branch are to advance and protect the interest of pensioner members, to help where possible with their quality of life and to co-operate with the Active Wales (National OAP Association of Wales) in these matters.

### MEMBERSHIP

Open to all who are over the age of 50 years and are able to attend our meetings on a regular monthly basis. Long standing Members who are unable to attend regularly will be classed as non-paying full Members and be afforded the benefits of Club Membership but will not receive the end of year bonus. Membership of only one OAP Association is permitted. Where a bonus may be given this will be awarded on a pro rata basis. On the death of a member any subscriptions for that year will be paid to next of kin or agreed beneficiary.

### MANAGEMENT

There shall be elected a Chairperson, a Secretary, and a Treasurer to hold office for ONE year but shall be eligible for re-election at the AGM. The Annual General Meeting will be held in JANUARY of each year. A small committee shall be elected from within the membership to help with the running of the branch. This committee together with the Chair, Secretary and Treasurer will meet prior to the Monthly members meeting. A committee meeting must have a quorum of no less than three, one of which must be either the Chair, Secretary or Treasurer. Minutes to be taken for both Committee and Monthly meetings.

### FINANCE

All monies shall be entered into an account with a Bank. All cheques to be signed by the TWO authorised members being the Secretary and Treasurer. Online banking will be undertaken by the Treasurer with the prior agreed knowledge of the Chair and/or the Secretary.

### SUBSCRIPTIONS

All members to pay a monthly subscription as determined at the Annual General Meeting. Members will pay double subscription in January and will not pay in December. Exception to the rule being members who are 90 years of age, they will become non-paying honorary members for the remainder of their membership. Honorary members will be entitled to any bonus that paying members may receive.

### MEMBERS' MEETINGS

A meeting of members will be held on the 1<sup>st</sup> Wednesday of each month.

### VOTING

When voting a show of hands will be asked for at all meetings. Where the vote is tied the Chair will have the deciding vote.

### DISSOLUTION

At the dissolution of the branch any monies left in the Clubs account and the proceeds of letting of the property, fixtures and fittings will be placed in the hands of a nominated solicitor or bank to be maintained and held in trust until such time as a similar like-minded organisation is in place in the village. The property was gifted in part and purchased by the Brynna OAP Association and is solely intended for the Old Age Pensioners of Brynna, RCT., and therefore cannot be given to any other organisation.

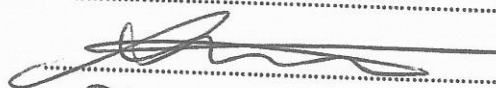
CHAIRPERSON



DATE

27.02.17

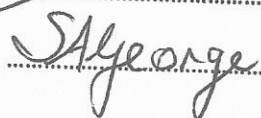
SECRETARY



DATE

27.02.17

TREASURER



DATE

27.02.17

# QUOTATION

**Malcolm Durnan**

32 Bryn Henllan  
Brynna  
Pontyclun  
CF72 9SH

[mdurnan74@gmail.com](mailto:mdurnan74@gmail.com)  
07779 786704

Date: 25/11/20

Quotation Number: MD25102020

To: Mrs Ann Davis (Secretary)  
6 Bryn Henllan  
Brynna  
Pontyclun  
RCT  
CF72 9SG

Dear Ann

**For works to OAP Association Hall, 38 Southall St, Brynna CF72 9QH**

Please find below my quotation for the works discussed.

**Kitchen and kitchen corridor**

Prepare and paint walls with emulsion (including small patch repair)  
Prepare and paint skirting boards, architraves and doors with egg shell paint  
Remove fan and make good area where fan was located  
Build shelves in cooker area

**Total estimate for materials and labour:**

**£1357.00**

Paint colours to be confirmed with you.

Please do not hesitate to get in touch should you have any queries.

Kind regards

Malcolm Durnan



# BRYNNA FC

## EXPENDITURE

## INCOME

LAUNDRETTE	330.00
REF FEES	756.00
LEAGUE FINES	260.00
TOTL LICENCE	20.00
REGION WREATH	25.00
TRAINING FEES	1640.00
INSURANCE	275.00
POSTAGE	8.00
PRINTING OF TOTL TICKETS	451.00
SHOWER CLEANING	270.00
AFFILIATION FEE	40.00
SENIOR CUP	25.00
PITCH FEES	810.00
BRIDGEND LEAGUE	70.00
PRESENTATION	170.00
2 NEW KITS	1070.00
BALLS + EQUIPMENT	355.00
DUG OUT REPAIR	250.00

TOTAL. 6825.00

C/F 2018/2019	752.00
TOTL	3000.00
COMMUNITY COUNCIL	800.00
SUBS + FINES	1460.00
JUST DRIVE	525.00
ADMIRAL.	425.00
SPORTS LOTTERY	250.00
MEDIA ADVERTS	160.00

7372.00

BALANCE £547.00 CREDIT.

## PROFIT + LOSS STATEMENT 2019 - 2020.

ACTING TREASURER + SECRETARY  
CHAIRMAN

R Hale  
R Hale





## LLANHARAN COMMUNITY COUNCIL

### Grant Aid Application Form

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	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	BRYNNA F.C.
<b>Registered Charity Number (if applicable)</b>	
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	RAY SWADE
<b>Full Postal Address of Applicant:</b>	BRYNNA HOUSE BRYNNA ROAD BRYNNA PONTYCLUN CF72 9QF
<b>Contact Telephone Number:</b>	Daytime: 01443 225638  Mobile: 07899924956
<b>Main Contact Email Address:</b>	RAYSWADE1945@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
2016	£ 800
2017	£ 700
2018	£ 700
2019	£ 800

**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 IN THE BRYNNA AREA AND TO HELP THE YOUNGSTERS COMING UP FROM JUNIOR LEVEL TO INTEGRATE INTO THE SENIOR LEVEL.

THE CLUB IS OPEN FOR ANYONE IN THE AREA OR OUTSIDE TO PARTICIPATE IN THE RUNNING OF THE CLUB IN PLAYING, COACHING OR ADMIN, OR EVEN IF ITS ONLY HELPING AND SUPPORTING ON A MATCHDAY. EVERYONE IS WELCOME





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

UNDER NORMAL CIRCUMSTANCES, I WOULD EXPECT 60-70 PEOPLE TO BE INVOLVED, AS WE ARE STILL Hoping TO RUN 3 TEAMS, BUT DUE TO COVID-19 WE DO NOT KNOW IF AND WHEN SEASON WILL START, WE ARE STILL WAITING ON FAW TO INFORM US. MAJORITY OF PLAYERS LIVE IN THE AREA OF BAYNNA & LLANHARAN, PROBABLY AROUND 90-95%.

Are you a not for profit organisation?

Yes ☒

No ☐

How long has the organisation been established?

CLUB WAS FORMED IN 1907

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

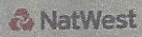
Please provide a brief description of what you intend to use the Grant Aid for?

THE MAIN AIM OF THE GRANT WILL BE TO HELP TOWARDS THE RUNNING COSTS OF THE CLUB, AND IT MIGHT BE NEEDED MORE THIS YEAR AS WE DON'T KNOW IF WE WILL BE GETTING ANY SUPPORT BY ANY OTHER MEANS.



[illegible]





BRYNMA FOOTBALL CLUB  
8 CAE FFYNION  
BRACKLA  
BRIDGEND  
CF31 2HG

NATWEST BANK  
26 ADAMS STREET  
BRIDGEND  
DEPOT CODE 033  
CF31 1EN

Statement of Account for:

Branch sort code: 401443  
Account number: 84057447

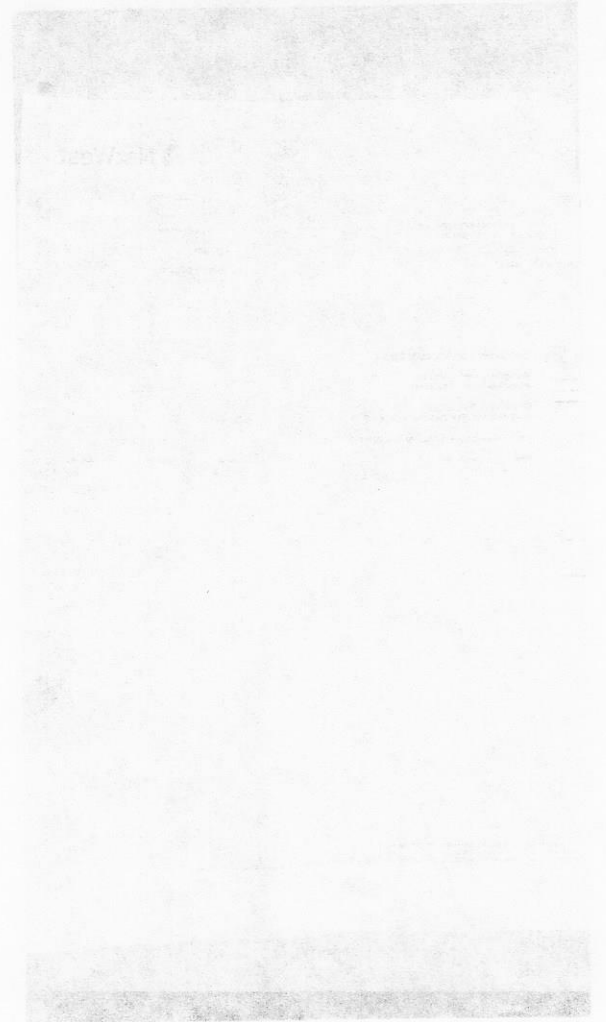
BRYNMA FOOTBALL CLUB  
CLUB AND SOCIETY CURRENT ACCOUNT

Period covered: from 01/03/2020 to 06/07/2020

Page 1 of 1

Date	Details	Withdrawals	Payments	Balance
24/03/2020	00004	£25.00		£44.82

NatWest Bank Plc. Registered in England and Wales No 029027  
Registered Office: 250 Broadgate, London, EC2M 2EA  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority





## **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.

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

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



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

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

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

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

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

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

**Grants – DATA PROTECTION**

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

**LLANHARAN COMMUNITY COUNCIL**

**Grant Aid Application Form**



The 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.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	Ynysmaerdy Welfare Association
<b>Registered Charity Number</b> <i>(if applicable)</i>	
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	Sharon Griffiths
<b>Full Postal Address of Applicant:</b>	2 Glan-yr-Ely Ynysmaerdy Pontyclun
<b>Contact Telephone Number:</b>	Daytime:07791726040  Mobile:
<b>Main Contact Email Address:</b>	sharonegriffiths@gmail.com
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>  <b>If the answer is yes, please complete the box below:</b>	



Date	Amount
01.01.18	£500.00
	£
	£
	£
<p>Please provide a brief description of the main aims and activities of the organisation applying for a Grant.</p> <p>The community centre provides a space for the local and surrounding communities - we run a number of classes including; keep fit, craft, brownies and guides.</p> <p>We are also used by businesses such as Wish Upon a Star and the Royal Mint as a meeting space.</p>	





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

10 - all living in Ynysmaerdy

Are you a not for profit organisation?

Yes ☐

No ☒

How long has the organisation been established?

70+ 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?

Up keep of the community centre, including a new freestanding cooker and under counter fridge.

We would also like to make improvements including flower baskets and daffodil bulbs to improve the surrounding area.



How will the Grand Aid benefit the Community?

Improve the area surrounding the community centre and ensure that the area looks appealing to those visiting.

The community and the members of the committee are highly involved in the centre and we run a number of activities for the children of Ynysmaerdy (pre covid) sometimes at our own costs - this includes things like; Christmas and Halloween parties and Easter Egg hunts.

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

Start Date: Post Covid restrictions

Completion Date: TBC and ongoing

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

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

£1000 - this includes a new fridge and cooker.



What is the amount of Grant Aid the organisation would like to apply for? £1000

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

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

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement
- 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.

These will be provided if a grant of the value is possible.

**Section D: Sustainability**

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



If yes, provide details.

The grant is for the running of the centre and improvements to the area so is ongoing

### 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*)

Ynssymaerdy Welfare Association

**Account Number**

10897019

**Sort Code**

40-44-48

**SECTION F: Completing the application**

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

**Declaration:**

- i. I certify that the information contained in this application is correct.





- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed: *S E Griffiths*

Date: 27.10.20

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

Second Signature: Morris Green

Position held in organisation: Chairman

Signed: *M Green*

Date: 27.10.20

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

Clerk to the Council

Llanharan Community Council

2 Chapel Rd

Llanharan

CF72 9QA

[clerk@llanharancc.co.uk](mailto:clerk@llanharancc.co.uk)

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:	
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





Dear Friend,

I am pleased to let you know that the Community Council has reserved funds within its 2020 budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit 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 27<sup>th</sup> October 2020.

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, email/phone using the contact details below.

**Clerk to the Council/Responsible Financial Officer**  
**Llanharan Community Council**

clerk@llanharan-cc.gov.wales

01443 231430

2 Chapel Road

Llanharan

CF72 9QA



## **LLANHARAN COMMUNITY COUNCIL**

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

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- 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
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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.

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

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**

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**LLANHARAN COMMUNITY COUNCIL**

**Grant Aid Application Form**



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.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	Brynna Doggie Bags - a project managed and delivered through and by Brynna Community Centre CIO ('BCC')
<b>Registered Charity Number</b> <i>(if applicable)</i>	Brynna Community Centre - 1184470
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	Richard Hughes
<b>Full Postal Address of Applicant:</b>	182 Meadow Rise, Brynna, RCT, CF72 9TL
<b>Contact Telephone Number:</b>	Daytime: 01443 268792  Mobile: 07488262087
<b>Main Contact Email Address:</b>	contactbrynnacc@gmail.com
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>  <b>If the answer is yes, please complete the box below:</b>	



Date	Amount
17/07/2020	£15,000 (to Brynna CC CIO)
22/07/2020	£3,049.05 (to Brynna CC CIO)
	£
	£
<p><i>Please provide a brief description of the main aims and activities of the organisation applying for a Grant.</i></p> <p>“The main aims and objectives of Brynna Community Centre is to further benefit the residents of Brynna and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.”</p> <p>The Brynna Doggie Bags Project (the ‘Project’) is run through and by Brynna Community Centre CIO.</p> <ul style="list-style-type: none"> <li>• Rose North, who established the Project, is a Trustee and Chair of Brynna Community Centre CIO.</li> <li>• Richard Hughes, is a Trustee and Secretary of Brynna Community Centre CIO, and acts as secretariat and grants funding contact for the Project.</li> <li>• Julian Phelps is a Trustee and Treasurer &amp; Facilities Manager of Brynna Community Centre CIO.</li> <li>• Funds and grant awards are awarded to Brynna Community Centre CIO and are notarized on accounts, as pertaining to Project.</li> <li>• In terms of how funding is applied for the ongoing project, the Project’s goal is to apply over three tranches in a financial year;</li> </ul>	



i.e. we look at funding on an April-July, August-November and December-March basis.

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

There are three Trustees directly involved (as noted previously) with the Project, as well as several volunteers who undertake refilling of the dog bags in the village. We have a network through Facebook, Twitter and Whatsapp to coordinate delivery. No one takes payment for their role; the sole expense is consumables (goods). All live in the Llanharan Community Council area.

Are you a not for profit organisation?

Yes ☒ X

No ☐

How long has the organisation been established?

Brynna Community Centre opened in 1981 and was an unassociated organisation until the transfer to and the establishment of Brynna Community Centre CIO on 17th July 2019 (charitable status awarded), and ratified January 2020 by RCT asset transfer to the Trustees.

The Brynna Doggie Bags Project has been running for approximately three 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?

- Rose North, has herself personally funded the project, whilst BCC has purchased and underwritten much of the purchases of dog foul bags and peripherals, such as cable ties and plastic 'bone' bag dispensers.





- The issue we are having is the success of the project and using up the main resource of bags - to reiterate the aim for the funding request, we have a team of volunteers and have no expenditure other than purchasing bags and peripherals.
- We have engaged with RCT Interlink to approach a number of grant funders, and have been encouraged to apply to Llanharan Community Council.
- We are actively seeking ongoing funding contributions, but understand that the ownership and delivery needs to remain with the Project, and should not be reliant on one source of funding.
- Whilst we have applied for funding from other sources, nothing has yet come to fruition, or the applications are still being processed/assessed. Many applications have been cancelled due to COVID, although other COVID related avenues of funding have arisen.
- We intend to use the money to purchase dog fouls bags:

<https://www.poobagsdirect.co.uk/shop/bulk-buy-on-a-roll-bags/ecohound-wholesale-biodegradable-dog-poo-bags-on-a-roll-2400-bags.html> (x6)

however I believe we can negotiate direct with the supplier - in either case, we wish to purchase the full amount of bags with the grant funding received. We can demonstrate this through the invoice/remittance.



How will the Grand Aid benefit the Community?

Having the dog bags project improves the environment and the health and well beings of both villagers and residents; specific emphasis on those who are infirm and vulnerable in the community, including children. We work alongside RCT Dog Wardens and actively support enforcement action, but we do not aim to replace, rather compliment, their service.

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

Start Date: 1st December 2020

Completion Date: 31st March 2021

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

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

£480

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

£480



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

- Llanharan Community Council has been approached previously, as the Clerk and Council are aware.
- Tesco's Groundworks Funding (Bags for Life) - Ref 68901 - unsuccessful
- Greggs Foundation - application window had been closed early and we were unable to apply.
- Tidy Wales - possible sources of funding but the Project may not meet the specific criteria.
- Brynna Community Centre CIO itself is able to fund up to £20 a month towards the project but this is not sustainable in COVID with little other income coming through and other core expenditure (utilities etc).
- Persimmon Community Champions - we apply regularly (every month) on their application cycle.

**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

If yes, provide details.

The 1st December date is a start of a new tranche of funding, for the continuing project; we would hope it continues as and when we can still apply for funding and there is support for the project.

#### **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 COMMUNITY CENTRE

**Account Number**





01004414

**Sort Code**

**30-91-18**

**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: Richard Hughes (electronically)  
Date: 12/10/2020

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

Second Signature: Julian Phelps (electronically)

Position held in organisation: Treasurer

Signed: Julian Phelps (electronically)  
Date: 12/10/2020

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

Clerk to the Council  
Llanharan Community Council  
2 Chapel Rd  
Llanharan  
CF72 9QA  
[clerk@llanharancc.co.uk](mailto:clerk@llanharancc.co.uk)  
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: Richard Hughes	
Organisation: Brynna Community Centre	
Address: Heol Dewi, Brynna, CF72 9SP	



Telephone: 07488262087	
Email address: contactbrynnacc@gmail.com	
Website:	
Reason for previous application: (Project.activity name/details)  COVID remuneration and funding towards a new roof	
Amount received: £18,049.50	
Date received:	17/07/2020 & 22/07/2020
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 donation has made Brynna Community Centre secure, sustainable and able to hire again. The Trustees are very grateful for the help and assistance that we have received from the Clerk and the Council as a whole.**

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



# **Llanharan Community Council**

## **DRAFT FINANCIAL REGULATIONS**

These Financial Regulations were adopted by the Council at its Meeting held on  
[.....]



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**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.
- b. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices,
- c. determines on behalf of the Council its accounting records and accounting control systems,
- d. ensures the accounting control systems are observed,
- e. maintains the accounting records of the Council up to date in accordance with proper practices,
- f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
- g. produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.

1.11. The accounting records determined by the RFO shall in particular contain:

- a. entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate,
- b. a record of the assets and liabilities of the Council and
- c. wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

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

- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
- b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,



- c. identification of the duties of officers dealing with financial transactions and
  - d. division of responsibilities of those officers in relation to significant transactions,
  - e. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records and
  - f. measures to ensure that risk is responsibly and effectively managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:
- a. setting the final budget or the precept (Council Tax Requirement),
  - b. approving accounting statements,
  - c. approving an annual governance statement,
  - d. borrowing,
  - e. writing off bad debts,
  - f. addressing recommendations in any report from the internal or external auditors,
  - 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 **[£5000]**
  - c. a single commitment in excess of **[£5,000]** 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.
- 2.3. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- a. be competent and independent of the financial operations of the Council,
  - b. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,



- c. to demonstrate competence, objectivity, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
- d. not be involved in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- a. perform any operational duties for the Council,
- b. initiate or approve accounting transactions or
- c. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

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.

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.

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.

#### **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 [£5,000] or more except where previously and specifically delegated to a committee
- b. a duly delegated committee of the Council for any item costing over [£500] but less than [£5000] 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 [£500] or less.

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.

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').

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.

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 [£1000]. 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:

- 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 15% 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.

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. The Council shall seek credit references in respect of members or employees who act as signatories.
- 5.5. The RFO shall prepare a schedule of single payments of over [£5000] requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council.
- 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.
- 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.
- 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 [£25,000], 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:

- 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 [£5,000] shall before payment, be subject to ratification by resolution of the Council.

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 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.

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:
- signed by two authorised signatories (at least one of which must be a member).
  - 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.
  - 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:
- that the instructions are signed by two authorised signatories (at least one of which must be a member)
  - all such payments as made shall be reported to the Council at the next convenient meeting.
  - 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
- provided that the instructions are signed, or otherwise evidenced by two authorised signatories (at least one of which must be a member) are retained
  - all such payments as made shall be reported to the Council at the next convenient meeting.
  - 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.
- 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.
- 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.
- 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.
- 6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.



- 6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites") and not through a search engine or e-mail link.
- 6.18. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. 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.
- 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.
- 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 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.
- 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.

## **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].
- 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
  - 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 with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same time as one is issued to the RFO. ]

8.5. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.6. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.7. All investments of money under the control of the Council shall be in the name of the Council.

8.8. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.9. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **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.
- 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 unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the 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.

## **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.
- 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:
    - 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:
- is less than [£25,000] and greater than £5000 the RFO shall obtain 3 quotations (priced descriptions of the proposed supply)
  - is below [£5,000] and above [£500] 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.



- 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.
- 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.
- 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.



## **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.
- 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 **£500**.
- 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).
  - 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.



## **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.
- 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.
- 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.

Notes .

Stated dates or months can be the subject of debate.

Wording within square brackets and highlighted in yellow require particular consideration and may be deleted if thought not to be relevant.

Numeric values within square brackets and highlighted in yellow e.g. [£500] in any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) can be the subject of debate.

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



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# **Llanharan Community Council**

## **Draft Standing Orders October 2020**



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## **2. Statement:**

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

**ii-** The Clerk of the Council is the Responsible Financial Officer.

**iii-** In the context of these Standing Orders the terms

**a)** “RFO” refers to the Responsible Financial Officer.

**b)** “A.G.M.” refers to Annual General Meeting.

**c)** “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.

**d)** “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.

**e)** “RCTCBC” refers to Rhondda Cynon Taff County Borough Council.



## **1. THE CHAIR.**

- i- shall have all the powers and responsibilities referred to in these Standing Orders.
- ii- shall have the final decision to the interpretation and application of Standing Orders at any meeting and that decision should not be challenged.
- iii- shall, unless s/he has resigned, is unwell or unable to attend or becomes disqualified, continue in office and preside at the Annual Meeting until a successor is elected at the next Annual Meeting of the Council.

## **2. THE DEPUTY CHAIR.**

shall, unless s/he has resigned, is unwell or unable to attend or becomes disqualified, continue in office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.

## **3. NOTICE OF THE MEETING.**

At least three clear days before the meeting, the Proper Officer shall give:

- a) public notice of the date, time, location and the agenda of the meeting duly signed by the Proper Officer, shall be posted on the Council's web site, displayed at the Council's office and displayed on the community notice boards and
- b) shall send the summons to attend the meeting detailing the date, time, location and the agenda duly signed by the Proper Officer, by e-mail to each Member, or shall leave at, or send by post to, each Member's usual place of residence.

## **4. QUORUM**

- i- No business shall be transacted unless at least three or one third of the whole number of Members of the Council, Committee or Sub-Committee are present at the meeting.
- ii- If the meeting becomes inquorate no further business shall be transacted and any outstanding business shall be adjourned to the next or a reconvened meeting.

## **5. APPROVAL OF MINUTES**

- i- the Chair shall put the question that the minutes of the Council or Committee or Sub-Committee or Working Group held on a specified date be approved as a correct record.



ii- no discussion shall take place on the minutes, except upon their accuracy and any question on their accuracy shall be raised by motion. If a question is raised, or if it is raised then as soon as it is disposed of, the Chair shall sign the minutes.

iii- If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."

iv- Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 6. TAKING OF MINUTES.

### 6.1. *Contents shall record: -*

- a) the names of the Members present
- b) the notified apologies for absence.
- c) a brief record of the matters considered.
- d) All motions and amendments moved under Standing Orders (if any).
- e) the recommendations and resolutions made

ii- there will be no report of any discussions which are not relevant to the above or the main business of the meeting.

## 7. CONDUCT

i- Any power or duty of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting whose decision shall be final

ii- Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall determine the order of speaking.

iii- Members shall direct their speeches only to the subject under discussion or to a personal explanation on a point of order and any person speaking shall address comments to the Chair

iv- Photographing, recording, broadcasting or transmitting the proceedings of a meeting is not permitted unless there is a legal requirement or agreement by the Council or by the Chair.

## 8. VOTING.

i- Any matter will be decided by a simple majority of votes by those Members present in the room at the time that the question is put. The Proper Officer will take the vote by show of hands or by a secret ballot, provided a motion for such a ballot



is put before any voting on a matter takes place. If there is no dissent by the affirmation of the meeting.

**ii-** If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

**iii-** Immediately after a vote has been taken a Member can request and require that their vote be recorded in the minutes to show how the Member voted or abstained.

**iv-** In the case of a Member being appointed or nominated to any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be removed from the list and a new vote taken. The process will continue until there is a clear majority for one person. Any tie shall be settled by the Chair's casting vote.

## **9. THE ANNUAL MEETING.**

### ***9.1. In an election year: -***

**i-** The meeting shall be held on or within 14 days following the day on which the new Councillors take office at a location that the Proper Officer deems appropriate to hold such a meeting,

**ii-** if the current Chair has been re-elected as a Member of the Council and is present, s/he shall preside at the meeting until a new Chair has been elected. S/he may exercise an ordinary vote in respect of the election of a new Chair and must give a casting vote in the case of an equality of votes.

**iii-** if however the current Chair of the Council has not been re-elected as a Member of the Council and is present, s/he shall preside at the meeting until a successor has been elected and the current Chair shall not have an original vote in respect of the election of the new Chair but shall have a casting vote in the case of an equality of votes.

### ***9.2. In a non-election year: -***

**i-** the meeting shall be held on the third Thursday in May at 6.30pm at a location that the Proper Officer in conjunction with the current Chair deems appropriate to hold such a meeting.

**ii-** the current Chair shall preside at the meeting until a new Chair has been elected. S/he may exercise an ordinary vote in respect of the election of a new Chair and must give a casting vote in the case of an equality of votes.

### ***9.3. In either an election year or non-election year: -***

**i-** in the absence of the current Chair, the current Deputy Chair will take the Chair until a new Chair is elected.



In the absence of both the current Chair and Deputy Chair, the Proper Officer will conduct the meeting until a new Chair is elected. The Proper Officer will have no voting rights whatsoever.

**9.4. Notice of the Meeting: –**

Shall be in accordance with *Standing Order 3.*

**9.5. Quorum: -**

Shall be in accordance with *Standing Order 4.*

**9.6. Order of Business: –**

i- The following business shall be transacted: -

- a) in an election year, the confirmation by the Proper Officer of the receipt from Members of their Declaration of Acceptance of Office
- b) to note for information purposes, the minutes of the last Annual Meeting of the Council.
- c) to elect a Chair of the Council.
- d) to elect a Deputy Chair of the Council.
- e) to appoint Committees and Working Groups.
- f) to appoint the Chairs to individual Committees and Working Groups.
- g) to appoint representatives to serve on outside bodies.
- h) to agree the Chair of the Council's allowance for the ensuing year.
- i) to agree the Deputy Chairperson's allowance for the ensuing year.
- j) to agree the Senior Member's allowance for the ensuing year.
- k) To set the maximum total of motions required by written notice that can be considered by the Council in the municipal year,
- l) To set the maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting.
- m) to deal with other matters, where notice in writing has been given to the Proper Officer at least 6 calendar days before the meeting and which, at the discretion of the Proper Officer are appropriate to be considered at the Annual Meeting, otherwise those matters will be subject to Standing Order

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

**9.7. Conduct: -**

Shall be in accordance with *Standing Order 7.*

**9.8. Voting: -**

Shall be in accordance with *Standing Order 8.*

## **10. THE ORDINARY MEETINGS.**

**10.1. Date, Time and location of a meeting: -**





The Council shall, each year, hold eleven meetings for the transaction of its business. These meetings will be held on the 3<sup>rd</sup> Thursday of every calendar month (excluding the month of August) at 7pm at a location that the Proper Officer in conjunction with the Chair deems appropriate to hold such a meeting and that during the course of the year at least one meeting shall be held within each ward of the Council and the Ynysmaerdy Community Centre.

**10.2. Notice of the Meeting: –**

Shall be in accordance with *Standing Order 3.*

**10.3. Quorum: -**

Shall be in accordance with *Standing Order 4.*

**10.4. Order of Business: -**

i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:

- a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
- b) To deal with any business required by statute to be done before any other business.
- c) To approve the minutes of the last meeting in accordance with *Standing Order 5*
- d) If the meeting is the first meeting after the A.G.M. then to approve the minutes of the A.G.M. in accordance with *Standing Order 5.*
- e) To deal with any business expressly required by statute to be done
- f) Chair's announcements and reports from the two County Borough Members and other Members of the Council.
- g) To receive and consider reports and recommendations from Committees, Working Groups and Officers.
- h) To consider motions in the order in which they have been received and not withdrawn.
- i) To dispose of any remaining business that is listed on the agenda.
- j) To dispose of business (if any) remaining from the last meeting.

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

**10.5. Taking of Minutes: -**

Shall be in accordance with *Standing Order 6.*

**10.6. Conduct: -**

Shall be in accordance with *Standing Order 7.*

**10.7. Voting: -**



Shall be in accordance with *Standing Order 8.*

## 11. EXTRAORDINARY MEETINGS.

### 11.1. *The convening of a meeting may be actioned by: -*

- i- the Chair at any time.
- ii- the Chair when s/he receives a written request signed by two members.
- iii- any two members of the Council, where such a written request duly signed to call such a meeting is refused by the Chair, or that the Chair, without so refusing, failed to call an extraordinary meeting within seven days after the written request was made.

### 11.2. *Date, Time and Location of a meeting: -*

- i- the Proper Officer shall, in consultation with the Chair and or the signatories to the notice, decide a date time and location that is deemed appropriate to hold such a meeting.

### 11.3. *Notice of meeting: -*

Shall be in accordance with *Standing Order 3.*

### 11.4. *Quorum.*

Shall be in accordance with *Standing Order 4.*

### 11.5. *Order of Business: -*

- i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:
  - a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
  - b) To deal with any business expressly required by statute to be done
  - c) To receive and consider reports and recommendations from Committees, Working Groups and Officers relevant to the business at hand.
  - d) To consider motions in the order in which they have been received and not withdrawn.

- ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

### 11.6. *Taking of Minutes*

Shall be in accordance with *Standing Order 6.*

### 11.7. *Conduct:*

Shall be in accordance with *Standing Order 7.*



**11.8. Voting:**

Shall be in accordance with *Standing Order 8.*

## **12. COMMITTEES.**

**12.1. Formation: -**

i- The Council may appoint a committee whose terms of reference and membership shall be determined at the A.G.M. or any other time at an ordinary meeting by resolution.

ii- The Council shall determine a committee's terms of reference and scope of work.

iii- The Council shall appoint and determine the terms of office of a Councillor or non-councillor member of such a Committee (unless the appointment of non-councillor is prohibited by law), so as to hold office no later than the next A.G.M.

iv- The Council shall determine the dates of future meetings subject to the Chair of any Committee cancelling a meeting because of lack of business or convening a special meeting to consider urgent business.

v- The Council may dissolve a Committee at any time.

**12.2. Date, Time and Location of a meeting: -**

i- Unless pre-set by the Council, the date and time shall be decided by the Proper Officer in consultation with the Chair of a Committee at a location that is deemed appropriate to hold such a meeting.

**12.3. Notice of meeting: -**

Shall be in accordance with *Standing Order 3.*

**12.4. Quorum.**

Shall be in accordance with *Standing Order 4.*

**12.5. Order of Business: -**

i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:



- a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
- b) To deal with any business required by statute to be done before any other business.
- c) To approve the minutes of the last meeting in accordance with *Standing Order 5*
- d) To deal with any business expressly required by statute to be done.
- e) To receive and consider reports and recommendations from Subcommittees, Working Groups and Officers.
- f) To consider motions in the order in which they have been received and not withdrawn.
- g) To dispose of any remaining business that is listed on the agenda.
- h) To dispose of business (if any) remaining from the last meeting.

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

#### **12.6. Taking of Minutes**

Shall be in accordance with *Standing Order 6*.

#### **12.7. Conduct:**

Shall be in accordance with *Standing Order 7*.

#### **12.8. Voting:**

Shall be in accordance with *Standing Order 8*.

### **13. SUB-COMMITTEES.**

#### **13.1. Formation: -**

i- Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and membership shall be determined by resolution of the Committee.

ii- A Committee may appoint or re-appoint a Sub-Committee at the first meeting after the A.G.M. or any other time at a meeting by resolution.

iii- A Committee may appoint and determine the terms of office of a Councillor or non-councillor member of such a Sub-Committee (unless the appointment of non-councillor is prohibited by law), to hold office no later than the next A.G.M.

iv- A Committee may determine the dates of future meetings subject to the Chair of any Sub-committee cancelling a meeting because of lack of business or convening a special meeting to consider urgent business.



v- a Committee may only dissolve a Sub-Committee that it convened; it may do so at any meeting by resolution.

vi- the Council may dissolve a Sub-Committee at any meeting by resolution.

**13.2. *Date, Time and Location: -***

Unless pre-set by a Committee, the date and time shall be decided by the Proper Officer in consultation with the Chair of the Sub-Committee at a location that is deemed appropriate to hold such a meeting.

**13.3. *Notice of meeting: -***

Shall be in accordance with *Standing Order 3.*

**13.4. *Quorum.***

Shall be in accordance with *Standing Order 4.*

**13.5. *Order of Business: -***

Shall be in accordance with *Standing Order 12.5.*

**13.6. *Taking of Minutes***

Shall be in accordance with *Standing Order 6.*

**13.7. *Conduct:***

Shall be in accordance with *Standing Order 7.*

**13.8. *Voting:***

Shall be in accordance with *Standing Order 6.*

## **14. ADVISORY AND WORKING GROUPS.**

**14.1. *Formation by the Council or a Committee.***

i- The Council may appoint an Advisory or Working Group whose terms of reference, scope and membership comprising of councillors and or non-councillors, at any meeting determined by resolution of the Council.

ii- Unless there is a Council resolution to the contrary, every Committee may appoint an Advisory or Working Group whose terms of reference, scope and membership comprising of councillors and or non-councillors, at any meeting determined by resolution of the Committee.

iii- The Council or a Committee shall determine the terms of office of a Councillor or non-councillor member of such an Advisory or Working Group (unless the appointment of non-councillor is prohibited by law), to hold office no later than the next A.G.M.

iv- The Advisory and Working Groups shall be informal and their operation shall be outside the scope and requirements of the Local Government (Access to Information) Act and the Council's Standing Orders.





v- A Committee may only dissolve an Advisory or Working Group that it convened, it may do this at any meeting by resolution.

vi- The Council may dissolve an Advisory or Working Group at any meeting by resolution.

**14.2. Date, Time and Location: -**

i- Unless pre-set by the forming Committee or the Council, the date and time shall be decided by the Proper Officer in consultation with the Chair of the Advisory or Working Group at a location that is deemed appropriate to hold such a meeting.

**14.3. Notice of meeting: -**

i- Notification to Members shall be decided by the Proper Officer in consultation with the Chair.

**14.4. Order of Business: -**

i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:

- a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
- b) To deal with any business required by statute to be done before any other business.
- c) To approve the minutes of the last meeting in accordance with *Standing Order 5*
- d) To receive and consider reports and recommendations from Subcommittees, other Working Groups and Officers.
- e) To dispose of any remaining business that is listed on the agenda.
- f) To dispose of business (if any) remaining from the last meeting

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

**14.5. Taking of Minutes:**

Shall be in accordance with *Standing Order 6*.

**14.6. Conduct:**

Shall be in accordance with *Standing Order 7*.

**14.7. Voting:**

Shall be in accordance with *Standing Order 8*.

## **15. MOTIONS NOT REQUIRING WRITTEN NOTICE**

i- To appoint a person to preside at meetings.



- ii-** To approve the absences of Councillors.
- iii-** To approve the accuracy of the minutes of the previous meeting.
- iv-** To correct any inaccuracies in the minutes of the previous meeting.
- v-** To dispose of business, if any, remaining from the last meeting.
- vi-** To vary the order of business on the Agenda for reasons of urgency or expediency.
- vii-** To proceed to the next business on the Agenda.
- viii-** To close or adjourn the debate.
- ix-** To refer by formal delegation a matter to a Committee or to an employee.
- x-** To appoint a Committee, Sub-Committee, Advisory Committee or Working Group.
- xi-** To receive and accept nominations to a Committee, Sub-Committee, Advisory Committee or Working Group.
- xii-** To note the minutes of Committee, Sub-Committee, Advisory Committee or Working Group.
- xiii-** To consider a report and or recommendations made by a Committee, Sub-Committee, Advisory Committee or Working Group.
- xiv-** To consider a report and or recommendations made by an employee, professional advisor, expert or consultant.
- xv-** To authorise legal deeds to be signed by two Councillors and witnessed in accordance with *Standing Order 23*.
- xvi-** To amend a motion relevant to the original motion under consideration which shall not have the effect of nullifying it.
- xvii-** To withdraw a motion and amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xviii-** To extend the time limit for speeches and that the "question be put".
- xix-** To exclude the press and public for all or part of the meeting.
- xx-** To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct
- xxi-** To suspend any Standing Order except those which are mandatory by law.
- xxii-** To adjourn the meeting.
- xxiii-** To appoint representatives to outside bodies and make arrangements for those representatives to report back the activities of outside bodies.
- xxiv-** To answer questions from Councillors.



## 16. MOTIONS REQUIRING WRITTEN NOTICE.

### 16.1. **Scope**

i- Motions must be about matters for which the Council is responsible, and which substantially affect the well-being of the community area.

### 16.2. **Giving Notice: -**

i- Notice of a motion to be put to Council shall only be properly given if it is:

a) in writing, by e-mail or letter and contains only one motion, with the names of the proposer and seconder of the motion(s) clearly stated and signed by both parties.

b) delivered to and duly received by the Proper Officer no later than 12 noon at least six calendar days before the date of the meeting.

c) Any delivered after this time limit will be considered under **Standing Order 17**

d) in such case where the motion(s) contained in the notice are, in the opinion of the Proper Officer, out of order, illegal, irregular or improper, the Proper Officer shall immediately consult with the Chair of the Council and such notice shall not be accepted.

e) In the event of non-acceptance of a notice, the Proper Officer shall inform the member giving notice.

### 16.3. **Registration: -**

Every notice of motion whether correctly delivered and accepted or not, will be dated and registered by the Proper Officer in the order in which they were received and open to Members' inspection after the deadline for receipt.

### 16.4. **Withdrawal: -**

i- If, prior to the commencement of the meeting, a notice of withdrawal in writing, signed by the proposer and seconder has been delivered to the Proper Officer or

ii- in accordance with the rules of debate.

### 16.5. **Amendments to motions: -**

i- An amendment to a motion, where notice has been given, shall not be moved unless notice of the amendment has been given to the Proper Officer in writing, signed by the proposer and seconder, by noon on the last working day before the Council meeting.

## 17. URGENT MOTIONS:

### 17.1. **Circumstances: -**

i- any case where a written notice of motion duly delivered to the Proper Officer before the start of the meeting that has arisen between the deadline for the submissions of motions and the date of the meeting.



- ii- any case where a motion which is not on the Agenda and is put forward at the meeting.
- iii- The motion requires an urgent decision in the public interest which cannot be dealt with by any other means.

**17.2. Action by the Chair: -**

- i- Confirms to the meeting that in the Chair's opinion a motion(s) is urgent.
- ii- The Chair shall state clearly the reason given by the proposer for the written notice of motion to be taken as an urgent matter.
- iii- Chair will explain to the meeting the reason why s/he has accepted a motion not listed in the Agenda as urgent.
- iv- The Chair will ask the meeting:
  - a) whether the motion should be discussed at the meeting or
  - b) deferred until the next meeting to consider whether the benefit of written Officer advice; or
  - c) referred for consideration by the appropriate Committee.
- v- Will ensure that urgent motions will not count against the allocation of motions agreed at the A.G.M. for the municipal year

**18. PROCEDURE FOR DEALING WITH MOTIONS:**

**18.1. General Rules: -**

- i- where motions are submitted and accepted by written notice and signed by more than two members the first two signatures listed shall be deemed to be those of the proposer and seconder. Seconders to notice of motion under this standing order shall be deemed to have given their consent to their name being used.
- ii- motions which are submitted by written notice and duly accepted by the Proper Officer shall be limited to the number set by resolution by Council at the A.G.M. for inclusion on the Agenda, provided the total number of written notices of motion for the Municipal Year does not exceed the maximum total of motions set by resolution of Council at the A.G.M. in each municipal year,
- iii- motions for which notice has been given and comply with Standing Order 18.ii will be listed in the Agenda in the order in which the notices were received.
- iv- any motion which requires a change in the proposed or existing budgetary framework shall stand deferred to the Council's Audit Committee for consideration
- v- motions received after the set number allowed per meeting and or Municipal Year has been reached, will be returned by the Proper Officer to the proposers.
- vi- a motion where appropriate notice has been given must be formally moved and seconded at the relevant meeting by the proposer and seconder of the motion.



**vii-** If the motion is not moved or it is not seconded, then it will be treated as withdrawn and shall not be resubmitted for a period of six months.

### **18.2. *Motions affecting employees of the Council***

If any question arises at a meeting of the Council or a Committee or a Subcommittee or Advisory Committee or Working Group, concerning the appointment, promotion, dismissal, salary, conditions of service or conduct of any employee, such question shall not be the subject of any discussion until the meeting has decided whether or not the power of exclusion under the Public Bodies (Admission to Meetings) Act 1960, shall be exercised.

## **19. RULES OF DEBATE**

**i-** Motions included in the Agenda shall be considered in the order that they appear unless at the Chair's direction the order is varied for reasons of expediency.

**ii-** Pursuant to the above *Standing Order 19.i*, the number of amendments to the original or substantive motion, which may be moved by a councillor, is limited to one

**iii-** If an amendment is not carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

**iv-** The mover of a motion, or the mover of an amendment shall have a right of reply not exceeding 5 minutes.

**v-** A Councillor may not speak further in respect of one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

**vi-** During the debate of a motion, a Councillor may interrupt but only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which is considered to have been breached or specify the irregularity in the meeting that is causing concern.

**vii-** A point of order shall be decided by the Chair and the Chair's decision shall be final.

**viii-** With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission or the withdrawal of the motion or amendment has been refused.

**ix-** Subject to Standing Orders, when a Councillor's motion is under debate no other motion shall be moved except:





- a) to amend the motion.
- b) to proceed to the next business.
- c) to adjourn the debate.
- d) to put the motion to a vote.
- e) to ask a person to be silent or for him/her to leave the meeting.
- f) to refer a motion to a committee or working group for consideration.
- g) to exclude the press and the public.
- h) to adjourn the meeting.
- i) to suspend any standing order, except those which are mandatory.
- j) To proceed, by a secret ballot, to determine the outcome of a vote on a matter.

**x-** The Chair shall be satisfied that the substantive motion is seconded before it is debated and put to the vote.

**xi-** The Chair shall call upon the mover of the motion under debate to exercise or waive his/her right of reply and shall put the motion to the vote after that right has been exercised or waived.

**xii-** The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption

## **20. DISORDERLY CONDUCT**

**i-** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If a member of the public interrupts the proceedings the Chair shall warn that person and if the interruption continues the Chair shall order the removal of that person from the meeting

**ii-** If, in the opinion of the Chair, there has been a breach of Standing Orders by a Councillor, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put to the vote forthwith without further discussion.

**iii-** If a resolution made in accordance with the Standing Order 46.b is disobeyed, the Chair may take such further steps as may be reasonably necessary to enforce it and/or the Chair may adjourn the meeting.

## **21. RESCISSION OF PREVIOUS RESOLUTIONS**

**i-** A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special motion, the written notice of which bears the names of at least a third of the membership of the Council, or by a motion



moved in pursuance of the report or recommendation of a Committee or on a report from the Proper Officer

ii- When a special motion or any other motion moved in accordance with *Standing Order 21.i*, has been disposed of, no similar motion may be moved within a further six months.

## 22. FINANCIAL MATTERS

### 22.1. *Expenditure:* -

Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

### 22.2. *Financial Regulations:* -

i- The Council shall consider and approve from time to time the Financial Regulations drawn up by the RFO and shall include detailed arrangements in respect of the following:

- a) the accounting records and systems of internal control.
- b) the assessment and management of financial risks faced by the Council.
- c) the work and the receipt of regular reports, which shall be required at least annually from the Internal Auditor.
- d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payment.
- e) the Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- f) procurement policies in accordance with *Standing Order 22.iii* including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

ii- The RFO shall: -



- a) Report to each Ordinary Meeting of the Council, providing details of the Council's income and expenditure since the last report and the current balance held.
- b) shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year.
- c) shall supply a Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for the year to 31 March shall be presented to each councillor before the end of the following month of May.
- d) The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Audit Committee and then to the Council for formal approval to meet the timetable specified by the external auditor for the submission of the Annual Return.

**iii-** Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be the basis of a formal tender as summarised in *Standing Order 22.3*.

**iv-** Where, in the opinion of the Council, the supply of goods, materials, services and the execution of works are of a specialist nature, as an alternative to the requirements of *Standing Order 22.2.iii* tenders may be invited from at least three contractors, selected by the Council, specialising in the type of work included in the contract.

### **22.3. Formal tender process:**

Shall comprise of the following steps:

- i- A public notice of an invitation to tender shall be given in the same manner as a public notice of meetings of the Council and in the local press.
- ii- The notice will give details of contact with the Council, outline detail of the requirements of the Council and the deadline for the expression of interest to be registered with the Council.
- iii- a specification of the goods or materials or services or the execution of works or any combination thereof shall be drawn up.
- iv- Such a specification shall be forwarded to those suppliers who have shown an interest to tender along with details of how to return the tender documents and the deadline for doing so.
- v- tenders shall be returned in a sealed unmarked envelope, to the Proper Officer by a stated date and time.
- vi- All sealed tenders submitted are to be opened at the same time after the stated closing date by the Council's Responsible Financial Officer in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.



**vii-** tenders are then to be assessed and reported to a meeting of the appropriate committee or the Council.

**viii-** If no tenders are received, or that all the quotations are identical, the Council or committee may make such arrangements for procuring the supply of goods, materials, services and the execution of works, as it thinks fit.

**ix-** Neither the Council or committee is bound to accept the lowest tender, estimate or quote.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

**i-** A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

**ii-** any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

## **24. MEMBERS' CONDUCT**

**i-** Councillors shall always conduct themselves within the requirements of:

**The Local Authorities (Model Code of Conduct) (Wales) Order 2008  
and any subsequent amendments made by Welsh Government.**

Note only - A statutory guidance is issued by the Public Services Ombudsman for Wales under Section 68 of the Local Government Act 2000 for elected, co-opted and appointed members of Community and Town Councils,

link: <https://www.ombudsman.wales/wp-content/uploads/2018/03/Code-of-Conduct-Community-Councils-August-2016-ENGLISH.pdf>

**ii-** Councillors shall, in conducting the business of the Council, undertaking the role of member thereof to which they were elected or co-opted, and acting as a representative of the Council, observe and adhere to its Code of Conduct.

**iii-** A Councillor's failure to observe Standing Orders more than three times in one meeting may result in that Councillor being excluded from the remainder of the meeting.

**iv-** Canvassing Councillors or the members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

**v-** A Councillor or a Member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.



**vi-** This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

**vii-** Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- a)** inspect any land and/or premises which the Council has a right or duty to inspect; or
- b)** issue orders, instructions or directions.

## **25. WELSH LANGUAGE SCHEME AND USE OF THE WELSH LANGUAGE**

**i-** Councillors and employees shall adhere to the requirements of any Welsh Language Scheme made by the Council under the Welsh Language Act 1993 and approved by the Welsh Language Board.

**ii-** The Council shall conduct the business at its meetings in the English language.

## **26. HUMAN RIGHTS**

**i-** So far as it is possible, legislation must be read and given effect in a way which is compatible with the rights and fundamental freedom referred to in the European Convention of Human Rights set out in the 1998 Act and it is therefore, generally unlawful for a public authority to act in a way which incompatible with a Convention Right. The Council shall, therefore, have regard to human rights principles when making decisions affecting people's rights.

## **27. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

Any Standing Order may be suspended by resolution of the Council, in relation to any specific item of business, subject to the vote thereon being carried by at least two-thirds of the members present and voting on the motion. This Standing Order equally applies at Committee and Sub-Committee meetings.

## **28. POSSESSION OF STANDING ORDERS.**

**i-** The Proper Officer shall provide a copy of the Council's Standing Orders to:

- a)** a Councillor following delivery of his/her Declaration of Acceptance of Office.
- b)** an employee on his/her appointment.

**ii-** The Proper Office shall follow Standing Order 28.i. as soon as practical after the Council has adopted an amendment to or a revision of Standing Orders

## **29. END OF STANDING ORDERS**



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Income</u>							
1076 Precept	199,427	199,428	1			100.0%	
1090 Interest Received	257	300	43			85.5%	
1095 Community Infrastructure Levy	72,865	0	(72,865)			0.0%	
1990 Other Income	0	5,000	5,000			0.0%	
General Income :- Income	<b>272,549</b>	<b>204,728</b>	<b>(67,821)</b>			<b>133.1%</b>	<b>0</b>
<b>Net Income</b>	<b>272,549</b>	<b>204,728</b>	<b>(67,821)</b>				
<u>110 Administration</u>							
4000 Staff Salary	18,630	60,000	41,370		41,370	31.0%	
4030 PAYE and NI	3,436	6,000	2,564		2,564	57.3%	
4040 Pension	4,289	12,000	7,711		7,711	35.7%	
4050 Staff Mileage & Benefits	213	0	(213)		(213)	0.0%	
4070 Staff other Expenses	658	0	(658)		(658)	0.0%	
4075 Member Allowances	1,360	3,600	2,240		2,240	37.8%	
4090 Chairman's Allowance	1,500	1,500	0		0	100.0%	
4100 Bank Charges	21	0	(21)		(21)	0.0%	
4110 Audit Fees	50	0	(50)		(50)	0.0%	
4119 Covid-19	12,153	0	(12,153)		(12,153)	0.0%	
4120 Professional Fees	1,256	3,000	1,744		1,744	41.9%	
4130 Subscriptions & Memberships	1,673	0	(1,673)		(1,673)	0.0%	
4140 Insurance	0	2,180	2,180		2,180	0.0%	
4150 Stationery	0	500	500		500	0.0%	
4170 Telephone & Broadband	1,430	2,000	570		570	71.5%	
4180 Website	955	900	(55)		(55)	106.1%	
4190 IT	306	2,100	1,794		1,794	14.6%	
4210 Electric	444	1,200	756		756	37.0%	
4220 Water	0	150	150		150	0.0%	
4230 Grants Paid	0	29,850	29,850		29,850	0.0%	
4250 Rates	2,247	2,500	253		253	89.9%	
4260 Office Rent	0	3,500	3,500		3,500	0.0%	
4265 Service Level Agreements	11,226	35,000	23,774		23,774	32.1%	
4300 Maintenance	60	400	340		340	15.0%	
4320 New Equipment	(360)	2,000	2,360		2,360	(18.0%)	
4525 Food Bank	5,695	5,850	155		155	97.4%	
4530 Chain of Office	0	1,350	1,350		1,350	0.0%	
Administration :- Indirect Expenditure	<b>67,241</b>	<b>175,580</b>	<b>108,339</b>	<b>0</b>	<b>108,339</b>	<b>38.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(67,241)</b>	<b>(175,580)</b>	<b>(108,339)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Annual Council Insurance</u>							
4140 Insurance	2,149	0	(2,149)		(2,149)	0.0%	
Annual Council Insurance :- Indirect Expenditure	<b>2,149</b>	<b>0</b>	<b>(2,149)</b>	<b>0</b>	<b>(2,149)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(2,149)</b>	<b>0</b>	<b>2,149</b>				
<u>120 Play Area</u>							
4300 Maintenance	74	0	(74)		(74)	0.0%	
4310 Skateboard Park	0	500	500		500	0.0%	
Play Area :- Indirect Expenditure	<b>74</b>	<b>500</b>	<b>426</b>	<b>0</b>	<b>426</b>	<b>14.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(74)</b>	<b>(500)</b>	<b>(426)</b>				
<u>130 Outside Spaces</u>							
4245 Garage Rent	11	0	(11)		(11)	0.0%	
4415 Hanging Baskets	7,376	0	(7,376)		(7,376)	0.0%	
Outside Spaces :- Direct Expenditure	<b>7,387</b>	<b>0</b>	<b>(7,387)</b>	<b>0</b>	<b>(7,387)</b>		<b>0</b>
4300 Maintenance	864	2,500	1,636		1,636	34.6%	
4400 Bus Shelters	0	5,000	5,000		5,000	0.0%	
4410 Street Furniture	513	6,250	5,737		5,737	8.2%	
4420 Right of Way	0	5,000	5,000		5,000	0.0%	
4430 War Memorials	4,292	3,000	(1,292)		(1,292)	143.1%	
Outside Spaces :- Indirect Expenditure	<b>5,668</b>	<b>21,750</b>	<b>16,082</b>	<b>0</b>	<b>16,082</b>	<b>26.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,055)</b>	<b>(21,750)</b>	<b>(8,695)</b>				
<u>135 Tools and parts</u>							
4195 Office Capital Expenditure	295	0	(295)		(295)	0.0%	
Tools and parts :- Direct Expenditure	<b>295</b>	<b>0</b>	<b>(295)</b>	<b>0</b>	<b>(295)</b>		<b>0</b>
4300 Maintenance	538	0	(538)		(538)	0.0%	
Tools and parts :- Indirect Expenditure	<b>538</b>	<b>0</b>	<b>(538)</b>	<b>0</b>	<b>(538)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(833)</b>	<b>0</b>	<b>833</b>				
<u>140 Mower</u>							
4140 Insurance	928	850	(78)		(78)	109.2%	
4300 Maintenance	2,197	3,850	1,653		1,653	57.1%	
4460 Fuel	339	0	(339)		(339)	0.0%	
Mower :- Indirect Expenditure	<b>3,464</b>	<b>4,700</b>	<b>1,236</b>	<b>0</b>	<b>1,236</b>	<b>73.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,464)</b>	<b>(4,700)</b>	<b>(1,236)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Allotments</u>							
1200 Allotment Income	2,109	1,500	(609)			140.6%	
Allotments :- Income	<b>2,109</b>	<b>1,500</b>	<b>(609)</b>			<b>140.6%</b>	<b>0</b>
1995 Allotment Costs	729	0	(729)		(729)	0.0%	
Allotments :- Direct Expenditure	<b>729</b>	<b>0</b>	<b>(729)</b>	<b>0</b>	<b>(729)</b>		<b>0</b>
4300 Maintenance	0	3,000	3,000		3,000	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,380</b>	<b>(1,500)</b>	<b>(2,880)</b>				
<u>160 Events</u>							
4500 Christmas Dinners	0	3,700	3,700		3,700	0.0%	
4510 Soup & Carols	0	230	230		230	0.0%	
4515 EVENTS	0	6,000	6,000		6,000	0.0%	
4520 Christmas	4,593	24,000	19,407		19,407	19.1%	
Events :- Indirect Expenditure	<b>4,593</b>	<b>33,930</b>	<b>29,337</b>	<b>0</b>	<b>29,337</b>	<b>13.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,593)</b>	<b>(33,930)</b>	<b>(29,337)</b>				
<u>170 Projects</u>							
4136 Community Infrastructure Levy	35,552	0	(35,552)		(35,552)	0.0%	
Projects :- Indirect Expenditure	<b>35,552</b>	<b>0</b>	<b>(35,552)</b>	<b>0</b>	<b>(35,552)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(35,552)</b>	<b>0</b>	<b>35,552</b>				
<u>180 Staff Training</u>							
4080 Training	0	0	0		0	0.0%	
Staff Training :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>				
<u>190 Grants</u>							
4230 Grants Paid	5,163	0	(5,163)		(5,163)	0.0%	
Grants :- Indirect Expenditure	<b>5,163</b>	<b>0</b>	<b>(5,163)</b>	<b>0</b>	<b>(5,163)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(5,163)</b>	<b>0</b>	<b>5,163</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	274,658	206,228	(68,430)			133.2%	
Expenditure	132,854	239,460	106,606	0	106,606	55.5%	
<b>Net Income over Expenditure</b>	<b>141,804</b>	<b>(33,232)</b>	<b>(175,036)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>141,804</b>						

## ACCOUNT BALANCE

1st April 2020

**178,963.68**30<sup>th</sup> September 2020**315,979.83**



## LLANHARAN COMMUNITY COUNCIL

### COMMUNITY INFRASTRUCTURE LEVY

#### BACKGROUND

The CIL Regulations state that the proportion of funds passed to a community/town council must be used to support the development of the local area by funding:

*(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or*

*(b) anything else that is concerned with addressing the demands that development places on an area.*

This is a wider definition of what the County Borough Council can use CIL funds for (which is restricted to infrastructure to support the development of the area). These wider spending powers allow the local community to decide what they need to help mitigate the impacts of development.

Community/Town Councils should carefully consider whether the expenditure of CIL receipts address the extra demand on infrastructure that are caused by development within their area and be clear on the links between infrastructure and growth. CIL should not be used as a replacement for everyday Community/Town Council expenditure and misspent CIL can be claimed back by the County Borough Council.

#### PAYMENTS RECEIVED BY LLANHARAN COMMUNITY COUNCIL

CIL received 2017/18 =	£1,710.25
CIL received 2018/19 =	£1,393.89
CIL received 2019/20 =	£72,938
CIL received 2020/21 =	£72,865.14

#### SUMMARY

TOTAL CIL RECEIVED TO DATE = £148,907.28

TOTAL CIL SPENT TO DATE = £38,132.74

BALANCE = **£110,774.54**



## EXPENDITURE

Description	Estimated Cost £	Date of spend	Total spent £
Park Benches	2,285	11/08/2020	950.00
Planters	4,420	23/06/2020	4,420.74
Upgrade of Council notice boards	5,000		
Purchase of new bus shelters	15,000		
Memorial Garden landscaping	10,000		
Garage for asset storage	15,000		
Pavement at Wood-view	10,000	27/08/2020	4,500
Improvement of Tan Y Bryn – Church Street Bridleway PSM31/1	7,000		
Resurfacing of land adjacent to BT telephone box, William Street	830.00	29/06/2020	830.00
Land preparation and bench installation - bottom of Oakbrook	1150.00		
Gateway to the village (signage)	6,000		
Land from Grove Terrace to Chapel Rd (Improvements)	6,000		
Improvements to the Welfare Trust Shower Block	tbc		
Proposed access from Terrys Way to Jubilee Street	tbc		
Dan-Y-Bryn Bridleway	tbc		
Llanharan Recreational Ground Trust Infrastructure Grant	-	22/07/2020	12,432
Brynna Community Trust Infrastructure Grant	-	22/07/2020	15,000

Asset	Quantity	Date Acquired
<b>Buildings</b>		
Shower Block at Welfare Ground	1	
Contents of shower block	1	
<b>General Contents</b>		
<b>Office contents</b>		
Boiling water tap	1	
Dishwasher	1	
Fridge	1	
Microwave	1	
Shredder	1	
Vacuum	1	
Meeting Room Table	1	
Meeting Rom Chairs	4	
Office Chairs	2	
Filing Cabinets	3	
Blinds	1	
Desks	2	
Small table & 2 chaies	1	
<b>IT Equipment</b>		
Lap top	1	2019
Lap top	1	2017
Monitors	4	2019
Printer Stand	1	2019
Printer	1	2019
Misc (keyboad, mouse, wires,docking)		2019
<b>Mowers and Machinery</b>		
Ride on Mower TYM		2019
Bowser		2019
Ride on Mower		2012
3G Ride on Brusher		2015
Long Reach Hedge Cutter		22/10/2020
Hedgetrimmer		
Strimmer & brush cutter x 2		
Strimmer x Kawasaki 550 Brush cutter c/w blade		29/10/2020
Leaf blower		
Misc		
<b>Street Furniture</b>		
Recycled Benches	8	
Metal Benches	6	

Bus shelters	30	
Clocks	2	
Dram	1	
Hanging Baskets	200	
Information Boards	6	
Planters & Troughs	16	23/06/2020

Additional Cover	
Defibrilators	15

**Play Ground Equipment**  
Mountain Hare Play Area  
Skateboard Park, Oakbrook

#### **Civic Regalia**

#### **War Memorial**

#### **GRAND TOTAL**

#### **Land Holdings**

Mountain Hare Play Area	Owned
Meadow Rise Play Area	Owned
Bridgend Road Allotment Site	Owned
Jubilee Street Allotment site	Owned

Pendre allotment site	Part owned/part leased
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Mamorial Gdns, Grove Tce	Leased
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Plot at Meadow Rise	Owned
Plot at William Street	Owned

Plot at Bridgend Rd (Dram)

Owned

Skateboard Park, Oakbrook

Leased

Cost per item	Make & Model	Date last valued	Auditors Value	Insurance Value £
				150,990.82
				£41,459
				£120
				£190
				£100
				£60
				£40
				£130
				£150
				£200
				£250
				£200
				£800
				£300
				£15
	Dell			£500
	HP			£250
				£400
				£20
				£1000
				£751
	TYM			16,260.00
				3,360.00
	John Deer X750			8,000
	Countax			2,000
	Stihl	22/10/2020		400
				£175
				£500
	Kawasaki 550	28/10/2020		£500
				£217
				£300
				3,800
				2000

		£93,434
		£6,453
		0
£17.50		£3,500
		£3,000
Amberol	23/06/2020	4,500
		£5,000
		£43,000
		60,000
		£6,756
		£17,756
		<b>477,336.82</b>

Deed of covenant dated  
4 Sept 1969 made with  
National Playing Fields  
Assoc

Conveyance dated 31  
March 1983:Part  
Licence dated 25 July  
1988 - rent £500pa/part  
leased - draft lease  
awaited from RCT 2020  
dated 29 March 1976 -  
rent £5 pa  
Conveyance from  
Llanmoor dated 19 Nov  
1990



Land transferred from  
Llanmoor

dated 2 Sept 2013 from  
RCT - Peppercorn Rental

Current Sums Insured £	Date of last inspection	Comments
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150,990.82		
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£41,459		
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£44,014		
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£2,921		
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£2,901		
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16,260	22/10/2020	
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3,360	12/08/2020	
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15,000	27/10/2020	
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2,000	20/10/2020	
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400	22/10/2020	
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£175		
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£500		
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£500	Purchase Imminent	
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£217		
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£300		
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£112,000		
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3,800		
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2,000		
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£93,434  
£6,453  
0  
£3,500  
£3,000  
4,500

£5,000

£103,000  
£43,000  
£60,000

£6,756

£17,756

Damage risk low not insuring

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**745,196.82**

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## QUOTE FOR HANGING BASKETS AND PLANTERS SUMMER 2021

### Prices based on 2020

<b>Hanging Baskets</b>	<b>No baskets</b>	<b>price/unit</b>	<b>price</b>
16'half baskets	0	13	£ -
small rounds cup n saucer	107	16.2	£1,733.40
large rounds cup n saucer	0	28.9	£ -
small round baskets loan	0	15.5	£ -
	107	subtotal	£1,733.40
		VAT@20%	£ 346.68
		Total	<b>£2,080.08</b>

### Planters 2021 – option one plant by supplier

<b>Planters</b>	<b>no</b>	<b>price/unit</b>	
octagonal planters	6	158	£ 948.00
round promanade planters	4	130	£ 520.00
half barrier troughs	6	42	£ 252.00
fitting and installation	1	150	£ 150.00
feed	1	55	£ 55.00
		subtotal	£1,925.00
		VAT@20%	£ 385.00
		Total	<b>£2,310.00</b>

### Planters 2021 – option two Plant by council

<b>option to plant by council</b>	<b>no trays</b>	<b>price/ unit</b>	<b>total</b>
non stop begonias	20	19	380
trailing plant for edge	15	19	285
cordylines	10	6	60
Compost bags	18	5.5	99
delivery	1	75	75
		subtotal	£ 899.00
		VAT@20%	£ 179.80
		Total	<b>£1,078.80</b>