

CYNGOR CYMUNEDOL CEFN CRIBWR
CEFN CRIBWR COMMUNITY COUNCIL

Dear Councillor,

You are invited to attend the next meeting of the Cefn Cribwr Community Council to be held at 7.15 pm on Wednesday 11th October 2023 at Cefn Cribwr Community Centre and remotely via Zoom.

AGENDA

1. Apologies.
2. To receive declarations of interest, if any, in written form.
3. To receive and adopt the minutes of Wednesday 6th September 2023.
4. Matters arising.
5. Footpaths.
6. Clerk's Report.
7. Members' Reports.
8. Revised Standing Orders 2023 (Appendix 3, separate attachment)
9. Remembrance Sunday 12th November 2023.
10. Community Grant Application (Appendix 4)
11. A.O.B. – urgent matters raised with the Chairman's consent, given before the start of the meeting.
12. Date and time of next meetings:
Wednesday 8th November 2023 at 7.15 pm
NB. Sunday 12th November Remembrance Service at 10 am
Wednesday 13th December 2023 at 7.15 pm

D L Jones, Clerk.

CEFN CRIBWR COMMUNITY COUNCIL

Minutes of the meeting of Wednesday 6th September 2023 at Cefn Cribwr Community Centre and via Zoom.

Chairman: Councillor C. Holmes

Present: Councillors C. Holmes, A. Beckett, K. G. Burnell, J. Short, S. Kendall and D. Evans.

In attendance: Mr. D-L Jones (Clerk).

1. Apologies: Councillors H. J. David A. West and D. Dimond.

2. Declarations of interest received in writing:

Cllr. D. Evans declared an interest in all matters concerning the Cefn Cribwr Community Association as a member of that organisation.

Cllr. A. Beckett declared an interest in all matters concerning Y Cefn Gwyrdd as a member of that organisation.

Cllr. K. G. Burnell declared an interest in all matters concerning the Cefn Cribwr Gardening Club as a member of that organisation.

Cllrs K. G. Burnell and S. Kendall declared an interest in all matters concerning Cefn Cribwr Primary School as members of the Governing Body.

Cllr. K. G. Burnell declared an interest in all matters concerning the Cefn Cribwr Sports & Social Club as Secretary of that organisation.

Cllr. K. G. Burnell declared an interest in all matters concerning Bedford Park as a relation of a member of staff.

3. Minutes:

The minutes of the meeting of Cefn Cribwr Community Council held on Wednesday 12th July 2023, were adopted and signed as a true record.

4. Matters arising:

20 MPH Speed limit roll out: The Clerk reported that no response had been received regarding the BCBC exceptions consultation. It was agreed the Clerk would ask Cllr. H. J David for an update.

Caravan at Clos St. Ioan: It was noted that the caravan has not been removed and that a washing line had also been installed between the parking bollards. All agreed this was most unsatisfactory and asked the Clerk to write to V2C and ask what they are doing about this matter.

Commemoration of the Coronation, Bench at Common: The Clerk reported that he written to BCBC about the installation of benches at the Common, but, to date, had not received a response.

5. Footpaths:

The Clerk reported that the second cut of the footpath network had been completed. A third cut will take place in the Autumn which will also include Mountain Lane.

6. Clerk's Report:

Correspondence: *Council noted the following:*

Clerks & Councils Direct

The Clerk

Bridgend Local Development Plan

Bills for payment:

Clerks Salary for August'23 (S.P. 24): £560.21

HMRC: £140.00

Transact Pensions: £140.05

Mr. W. Evans: Cleaning Memorial Shelter (August '23): £43.33

One Voice Wales Annual Subscription: £263.00

P J Landscapes: Footpath Maintenance: £800.00

Jo's Flowers £45.00

Financial Statements for the period ending 17th August 2023: Council noted the financial statement.

Planning:

Approvals:

Mrs. E. Evans, 20 West Avenue: Single storey rear extension P/23/399/FUL

Mr. M. Hibbs, 9 Gwelfor: Demolish existing flat roof outbuilding and construct single storey extension to the side and rear of house, new patio and steps down to garden P/23/222/FUL

7. Members Report:

PACT: Cllr. K. G. Burnell confirmed the next PACT meeting will take place at Pyle Life Centre on 28th September at 4.30 pm.

One Voice Wales: Cllr. D. Evans reported he had represented Council at the July regional meeting of One Voice Wales at Cowbridge. A detailed presentation had been made by Mr. I Robinson, Head of Planning at the Vale of Glamorgan County Borough Council regarding the criteria for sustainable development in the revised Local Development Plan. The presentation had generated a considerable amount of comment from the members and a robust discussion had taken place.

Scarecrow Competition: The Chairman reported that he, together with Cllrs. A. Beckett and K. G. Bunell had recently judged the village scarecrow competition. There had been a considerable number of entries and it had taken quite a while to come to a decision, nevertheless it had been a most enjoyable experience and the organisers are to be commended.

8. Revised Standing Orders

It was agreed to defer discussion until the October Meeting.

9. Biodiversity Policy:

It was unanimously agreed to adopt the Biodiversity Policy as circulated.

10. Mission Statement:

It was unanimously agreed to adopt the following Mission Statement:

'Serving our community, preserving our identity'

The Council will always strive to:

- *Be open and accessible in all our decision making*
- *Be accountable in all our council activities*
- *Be responsive to the needs of the community*
- *Encourage community participation*

11. Remembrance Sunday:

The Clerk gave a brief overview of the usual arrangements for Remembrance Sunday: Service at Wesleyan at 10 am followed by a March to the War Memorial for the Act of Remembrance at 11 am. It was agreed the Clerk should proceed with the arrangements as outlined.

12. Any other business:

Speed of traffic in the village: This is an ongoing problem. Council noted the roll out of the 20 mph speed limit may have some impact on this issue. It was agreed that Cllr., K. G. Burnell would ask at the next PACT meeting for an increased presence in the village from the go-safe partnership. It was also agreed the Clerk would write to BCBC and ask them for the costs of installing vehicle activated signs.

Overgrowth at former reservoir: Cllr. K. G. Bunell reported that the vegetation at the former reservoir site was now almost completely blocking the pavement. It was agreed the Clerk would report this to Welsh water and BCBC.

Children's play area at Mynydd Back Common: Cllr. K. G. Bunell reported that the main item of play equipment was still awaiting repair. It was agreed the Clerk would write to BCBC about this matter.

13. Date and time of next meetings:

Wednesday 11th October 2023 at 7.00 pm

Wednesday 8th November 2023 at 7.00 pm

NB. Sunday 12th November Remembrance Service.

David Lloyd Jones, Clerk, September 2023.

Signed..... date.....

Clerk's Report to Council 11th October 2023

Correspondence:

Clerks & Councils Direct

The Clerk

Mr. C. Laws: Garages at Sea View

Bills for payment:

Clerks Salary for September'23 (S.P. 24):	£560.21
HMRC:	£140.00
Transact Pensions:	£140.05
Mr. W. Evans: Cleaning Memorial Shelter (September '23):	£43.33
Wreaths for Remembrance Sunday:	£464.00

Financial Statements for the period ending 17th September 2023: (Appendix 1)

Conclusion of Audit for the year ending 31st March 2023: (Appendix 2)

Planning:

Applications:

Mr. J. Dix, 7 Sea View: Vehicle hardstanding to front of property **P/23/551/FUL**

Approvals:

Cefn Cribwr Athletic Club, Cae Gof Playing Fields: Installation of new lighting masts.

D L Jones, Clerk

7th October 2023.

Cefn Cribwr Community Council				
Cash Book Comparison Against Budget				
Period Ending 17th September 2023				
		Budget	Actual to Date	
		2023/24	2023/24	
Bank Statement Balances as at the 01/04/23		£	£	
Community Account - 91482637	£	45,166.85	£ 45,166.85	<i>Opening</i>
Business Manager Account - 1457411	£	352.41	£ 352.41	<i>Balances</i>
		£ 45,519.26	£ 45,519.26	
INCOME:				
Precept	£	42,000.00	£ 42,000.00	
Other Income	£	22,600.00	£ 161.72	
		£ 64,600.00	£ 42,161.72	
EXPENDITURE:				
Clerk	£	7,058.65	£ 3,361.28	
HMRC	£	1,764.66	£ 840.20	
Pension	£	1,764.66	£ 840.30	
Footpaths	£	2,600.00	£ 1,600.00	
Footpath Creation	£	250.00	£ -	
Spring Bulbs	£	1,750.00	£ -	
Memorial Shelter Cleaning	£	700.00	£ 303.31	
War Memorial, Pentice & Bus Shelter Maintenance	£	7,000.00	£ 92.34	
Hire of Chamber	£	450.00	£ -	
Print & Misc expenses (inc Remembrance)	£	1,250.00	£ 95.00	
Web Site	£	200.00	£ 444.87	
Postage	£	75.00	£ -	
Telephone & BB	£	575.00	£ -	
Statutory & Depreciation	£	400.00	£ -	
Insurance	£	1,000.00	£ -	
Member's Allowance	£	2,000.00	£ -	
Civic Service	£	350.00	£ -	
Subs OVW/SLCC/ALCC	£	500.00	£ 263.00	
Travel	£	100.00	£ -	
Poppy Wreaths	£	200.00	£ -	
Grant Aid	£	2,500.00	£ 1,188.00	
Grant - Com Assoc	£	2,500.00	£ -	
Play Scheme	£	3,000.00	£ -	
Audit Fees	£	450.00	£ 391.60	
Legal Fees	£	1,000.00	£ -	
Christmas Decorations	£	4,500.00	£ 3,560.03	
Election Fees	£	-	£ -	
Summer Planting Scheme	£	6,000.00	£ 1,338.00	
Community Project Match Funding	£	50,000.00	£ -	
Misc	£	500.00	£ -	
Contingency	£	2,000.00	£ -	
VAT			£ -	
		£ 102,437.97	£ 14,317.93	
Cash at Bank	£	7,681.29	£ 73,363.05	<i>Cash book balance</i>
Current liabilities				
Contingency: Surplus/(Deficit)	£	7,681.29	£ 73,363.05	

**NOTICE OF CONCLUSION OF AUDIT
AND RIGHT TO INSPECT THE ANNUAL RETURN
FOR THE YEAR ENDED
31 MARCH 2023**

Public Audit (Wales) Act 2004 Section 29
Accounts and Audit (Wales) Regulations 2014

1. The audit of accounts for Cefn Cribwr Community Council for the year ended 31 March 2023 has been concluded.
2. The annual return is available for inspection by any local government elector for the area of the Cefn Cribwr Community Council on application to:

David-Lloyd Jones,
Clerk to the Cefn Cribwr Community Council,
47 Cefn Rd, Cefn Cribwr, Bridgend. CF32 0BA.
davidlloyd.jones@btinternet.com
www.cefncribwr.org.uk

By appointment between 9 am and 5 pm on Mondays to Fridays
(excluding public holidays), when any local government elector may make copies of
the annual return.

3. Copies will be provided to any local government elector on payment of

£2 for each copy of the annual return.

David-Lloyd Jones,
Clerk to the Council.
12th October 2023

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: **CEFN CRIBWR COMMUNITY COUNCIL**

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	47,731	24,748	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	42,000	42,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	15,073	17,562	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	9,117	9,931	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	70,940	28,860	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	24,748	45,519	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	24,748	45,519	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	24,748	45,519	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,250	4,250	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref.	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> • effective financial management during the year, and • the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.62 per elector.

In 2022-23, the Council made payments totalling £_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:



Name: *DAVID -LEWIS JONES*

Date: *14th June 2023*

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref: *14/6/23 - 6.*

Chair of meeting signature:



S J KENDAU

Name:

14/6/2023

Date:

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of **Cefn Cribwr Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

Typographical and rounding errors

There is a £1 rounding error in Line 7 of the 2021-22 comparative accounts. In addition, the balances brought forward figure (line 1) reported for 2022-23 should state £24748 for consistency with the closing balance for 2021-22.

We recommend that before it approves the accounts each year, the Council ensures the consistency and arithmetic accuracy of the accounts.

There are no further matters I wish to draw to the Council's attention.

 Deryck Evans, Audit Manager, Audit Wales For and on behalf of the Auditor General for Wales	Date 18/09/2023
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Annual internal audit report to:

Name of body: CEFN CRIBWR COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL RECORD CHECKED TO APPROPRIATE RECORDS
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL RECORDS KEPT (EXCELLENTLY), NO VAT REQUIRED.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL RISKS MONITORED AND COUNCIL MEETINGS REVIEWED AGAINST BUDGET
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BUDGET CREATED AND MONITORED SOME EXPENDITURE CARRIED OVER TO 2023/24
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	INCOME RECEIVED CORRECTLY AND CHECKED TO RECORDS
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	NO PETTY CASH ALL CHEQUES
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SALARIES CHECKED TO WAGE RECORDS AND KEPT TO EXCELLENT STANDARD
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	FIXED ASSET REGISTERED CHECKED AND CORRECT

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CHECKED TO BANK STATEMENTS AND MONITORED PAYMENTS NO YEAR END REC. BALANCE PER BANK STATEMENTS
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL RECORDS KEPT TO AN EXCELLENT STANDARD AND GIVE A TRUE AND FAIR VIEW, AUDIT TRAIL WAS CORRECT. ALL CHECKS TO RECORDS
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL RESPONSIBILITIES MET

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NO AREAS
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	FOUND
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: ROBIN CHARLTON

Signature of person who carried out the internal audit: RJ Charlton

Date: 10/6/2023

CEFN CRIBWR COMMUNITY COUNCIL

COMMUNITY GRANT APPLICATION FORM

1. Contact details:

This section requires details of the person to whom all correspondence should be sent		
Title: Mr	First name: Stephen	Surname: Howells
Address & Postcode:		
Cefn Cribwr Primary School Cefn Road, Cefn Cribwr Bridgend CF32 0AW		
Tel: 01656 815645		
Mobile:		
Email: head@cefncribwrps.bridgend.cymru		

2. Organisation / community group details:

This section requires details of the organisation or community group you are applying of behalf of
Name of organisation or community group: Cefn Cribwr Primary School
Address & Postcode (if different from above):
Tel (if different from above):
Email (if different from above):
If your application is successful to whom should the grant cheque be made payable: Cefn Cribwr Primary School

3. The Project

Please provide a detailed description of the project you are applying for
<p><i>For what purpose do you require funding?</i></p> <p>The school would like to arrange a residential trip to Tregoyd Hall for 2 nights [May 1st to May 3rd 2023.</p> <p>The school has negotiated well with the company, P.G.L and has managed to obtain a very significant discount. The school will provide strong financial support for families entitled to free school meals through the P.D.G funding and it is envisaged that there will be no charge. The provision of a grant of £1000 from Cefn Cribwr Community will allow the school to significant reduce the cost to parents not in receipt of FSM and we believe that it will be possible to charge around £80.</p> <p>The cost of transporting the children come s to approximately £800 and this is always met by the school and never passed on to families.</p>
<p><i>How do you know there is a need for this project?</i></p> <p>We had excellent take up in 2023 for this residential. The provision of a very generous grant from Cefn Cribwr Community Council removed significant barriers to families and allowed an equitable experience for all Year 6 pupils both in mainstream and Learning Resource Classes.</p>
<p><i>What benefit(s)/effect(s) will this project have on the local community?</i></p> <p>The children return from the residential experience with a new found confidence and having tried experiences that they would not possibly have an opportunity to try without having attended the residential.</p>

<i>Have you sought any other grant funding or undertaken any direct fundraising for this project? If yes please give details:</i>	
<i>If you receive funding when will your project start:</i>	<i>If you receive funding when will your project finish:</i>

4. Financial details

Please provide a summary of the financial details of your project – see notes below	
Breakdown	Cost
Cost per pupil	£160 = vat
Coach to Tregoyd [Return]	£800
Total project cost - based on 22 pupils	£ 4320 + vat
Notes:	
<ol style="list-style-type: none"> Please note that retrospective costs (ie costs for work already undertaken or equipment/work materials that have been purchased or ordered prior to a formal grant offer) are ineligible and should not be included. Applicants must provide quotes/estimates that correspond with the details above. 	
<i>If your application is not for the full amount of your project, please explain how the shortfall will be met?</i>	
PDG funding for pupils in receipt of FSM School budget contribution Parental contribution	

5. Authorisation & declaration

<p>This section requires the acknowledgement and signature of the main contact in section 1 and one other senior person within the organisation; Chairman, Vice Chairman, Treasurer, Secretary, etc.</p> <p>I can confirm that, to the best of my knowledge and belief, all information provided on this application form are true and accurate.</p> <p>I also confirm that I am authorised to sign this agreement and to act on behalf of the organisation making this application.</p> <p>I further confirm that this application is made on the basis that if successful in full or part, the organisation will comply with the terms and conditions that follow.</p> <p>I also authorise Cefn Cribwr Community Council to make enquiries, in order to process my grant application.</p> <p>I acknowledge that the information I have provided, including supporting documentation, will be discussed in public and will be available for inspection by the public, subject to the prevailing GDPR regulations.</p>
<p>Applicant</p> <p><i>Signature: Stephen Howells</i></p> <p><i>Position Headteacher</i></p> <p><i>Date: 20th Septembe r2023</i></p>

<p>Other Senior Person</p> <p><i>Name: Donna Bowditch</i></p> <p><i>Tel: 01656 815645</i></p> <p><i>Email: bowditchd1@hwbcymru.net</i></p>	<p><i>Position: Deputy Head Teacher</i></p> <p><i>Signature: D Bowditch</i></p> <p><i>Date:</i> 20/09/2023</p>
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6. Checklist

You must tick every box that applies before submitting the application	
I have answered all the questions.	<input type="checkbox"/>
I have signed the Authorisation & Declaration in section 5.	<input type="checkbox"/>
Another Senior Person has signed the Authorisation & Declaration in section 5.	<input type="checkbox"/>
I have enclosed quotes/estimates as detailed in section 4.	<input type="checkbox"/>
I have enclosed a signed copy of the latest audited accounts or endorsed financial statement.	<input type="checkbox"/>
I have enclosed a signed copy of the constitution of my organisation/community group.	n/a

7. Submission

Please submit your application to The Clerk to the Community Council
<p>The Clerk to the Cefn Cribwr Community Council, David-Lloyd Jones, 47 Cefn Road, Cefn Cribwr, Bridgend. CF32 0BA.</p> <p>01656 741354</p> <p>davidlloyd.jones@btinternet.com</p> <p>www.cefncribwr.org.uk</p>