



## Rhuddlan Town Council Meeting

Dear Councillor

6th May 2019

Your attendance is requested at a meeting of Rhuddlan Town Council at the Community Centre, Rhuddlan on Thursday, 9<sup>th</sup> May 2019 at 7.00 p.m. Any planning applications can be viewed at 6.30 p.m. Members of the public are welcome to attend.

### AGENDA

1. Apologies.
2. Declaration of Interest.
3. Urgent Items -- having been advised to the Mayor 24 hrs in advance.
4. Police matters – to receive a report.
5. Minutes – to approve minutes of the 11<sup>th</sup> April 2019– pre-circulated.
6. Correspondence from:
  - a. The Mayor.
  - b. The Deputy Mayor.
  - c. The Town Clerk.
  - d. DCC – Economic & Business Development Team and Programme Manager.
  - e. DCC – Licence for Seating Bench outside the Odyn.
  - f. The Guardians of St. Asaph & St Kentigern.
  - g. Rhuddlan Community Group – request for noticeboards.
  - h. Rhuddlan Dragon's Football Club – request for facilities.
  - i. DCC – Code of Conduct Training.
7. County Council Members Report.
8. Budget/Finance matters
  - a. To approve the accounts due.
  - b. To consider the attached draft letter to engage an internal auditor.
9. Planning Applications for comment:

No applications received to date.
10. Grant Funding – to consider the attached draft form for funding for youth projects.
11. **Community Matters**

**12. Part 2. Exclusion of press and public.**

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- a. Request for financial Assistance – Rhuddlan Community Group
  - b. Vacancy – to receive an update by the Town Clerk
- 13. Date of next meeting** - Next meeting scheduled for June 13<sup>th</sup> 2019

*Sian Mai Jones*

Town Clerk - 07775 673706

## Mayor's Activities

Item 6a

### April 2019

- 11<sup>th</sup> Town Council
- 26<sup>th</sup> Fish & Chip Night and Quiz raised £400 this has been donated to Raptors Sporting Club thank you to those that supported
- 27<sup>th</sup> Charity Concert in Rhyl

### May 2019

- 7<sup>th</sup> May present cheque to Raptors in Rhyl
- 8<sup>th</sup> May Youth Services meeting in Library
- 9<sup>th</sup> May Town Council and AGM

**Town Clerk's Report – April / May 2019**

**Meetings attended:**

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| April 16th           | Music Memories Singing Sessions in library.                                |
| April 18th           | Meet with Simon Noon from Leisure, DCC                                     |
| April 26th           | Mayor's Charity Event – Fish & Chips                                       |
| May 30 <sup>th</sup> | Meet with Mayor / Paul Smith / Music Memories Singing Sessions in library. |

Eich cyf / Your ref:

Ein cyf / Our ref: MH/CB

Dyddiad / Date: 25.4.2019

Rhif union / Direct dial: 07824509279

Sian Mai Jones,  
 Clerc Dref Rhuddlan Town Clerk  
 Rhuddlan Town Council, PO Box  
 224, Royal Mail, Maesdu Road,  
 Llandudno, LL30 1QX

Dear Sian,

Thank you for your letter of 8<sup>th</sup> April. I can assure you that at the Town Centre Workshop on 7 March there was no suggestion that St Asaph and Rhuddlan would merge and I fear you may have been misled.

There was, as part of the Agenda, a presentation on statistics and footfall for each of Denbighshire's towns. The data available for St Asaph and Rhuddlan is, in part, impossible to separate out in any meaningful way so the information is presented on one sheet. You can see this information by following these links.

#### Trefi/Towns

<https://www.denbighshire.gov.uk/cy/busnes/cyngor-a-chymorth-busnes/business-statistics/siartiau-trefi.aspx>

English - <https://www.denbighshire.gov.uk/en/business/business-support-and-advice/business-statistics/town-charts.aspx>

#### Nifer yr ymwelwyr

<https://www.denbighshire.gov.uk/cy/busnes/cyngor-a-chymorth-busnes/business-statistics/nifer-yr-ymwelwyr.aspx>

English - <https://www.denbighshire.gov.uk/en/business/business-support-and-advice/business-statistics/footfall.aspx>

It may be that this has been the root of the erroneous notion actual towns merging?  
 I trust this puts your mind at rest.

As you were unable to attend the workshop to participate, I have taken the liberty of providing links to some initiatives designed to help the high street and attaching a presentation on Community development which was also given at the event.

#### Menter 'siop leol' y cyfryngau cymdeithasol.

#CaruBusnesauLleol

<https://www.denbighshire.gov.uk/cy/busnes/cyngor-a-chymorth-busnes/CaruBusnesauLleol-LoveLiveLocal.aspx>

#### Social Media 'Shop Local' initiative

#LoveLiveLocal

<https://www.denbighshire.gov.uk/en/business/business-support-and-advice/love-live-local-caru-busnesau-lleol.aspx>

#### Troi Tai'n Gartrefi - berthnasol o bosibl i lety ' dros y siop '

<https://www.denbighshire.gov.uk/cy/preswylwr/budd-daliadau-grantiau-a-chyngor/addasu-neu-wella-eich-cartref/troi-tain-gartrefi.aspx>



2

25:4:2019

Sian Mai Jones

**Houses into Homes** – potentially relevant to accommodation 'over the shop'

<https://www.denbighshire.gov.uk/en/resident/benefits-grants-and-advice/adapting-or-improving-your-home/houses-into-homes.aspx>

If I can be of any more assistance please do not hesitate to contact me again.

Yours sincerely,

*J. Turner*

PP

**Mike Horrocks**

Tîm Datblygu Economaidd a Busnes a Rheolwr Rhaglen

Economic and Business Development Team & Programme Manager

Datblygiad Economaidd a Busnes,  
Cyngor Sir Ddinbych  
Caledfryn, Ffordd y Ffair  
DINBYCH, LL16 3RJ  
e-bost: [mike.horrocks@sirddinbych.gov.uk](mailto:mike.horrocks@sirddinbych.gov.uk)  
Gwefan: [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk)

Economic & Business Development  
Denbighshire County Council  
Caledfryn, Smithfield Road  
DENBIGH, LL16 3RJ  
e-mail: [mike.horrocks@sirddinbych.gov.uk](mailto:mike.horrocks@sirddinbych.gov.uk)  
Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)



At its meeting on the 8<sup>th</sup> of November 2018, the Town Council considered a request from Mr David Williams to have a memorial seating bench located outside the Community Centre in memory of his late brother Richard Williams who sadly passed in October 2018. The bench David Williams and his family have in mind is a military bench which would be sufficient enough in size for two people. David would be responsible for purchasing and maintaining the bench. The Town Council would be responsible for installing the bench.

It was resolved unanimously to agree to this request subject to securing permission from the Rhuddlan Town Community Association and also Denbighshire County Council. The proposed location for the seating bench would be outside the Community Centre near the cenotaph. However, this location was refused by the County Council as it would restrict public access in and out of the Community Centre.

The Odyn Scout Hut was identified as a possible location. At its meeting on the 10<sup>th</sup> January 2019 it was resolved to place the seating bench outside the Odyn. This is subject to securing permission from Denbighshire County Council. On the 2<sup>nd</sup> May, this permission was granted via a licence by Denbighshire County Council. The licence states that the Town Council is to be responsible for the maintenance of the Bench and also to ensure that it is insured under the Town Council Insurance.

**It is recommended** that David Williams purchase the bench as intended and that it is donated to the Town Council who will then take responsibility for installing the bench and for its future maintenance. Also, to add the bench to the Town Councils Insurance policy and Asset Register.

Eich cyf / Your ref:

Ein cyf / Our ref: SBH/Licences

Dyddiad / Date : 2<sup>nd</sup> May 2019

Rhif union / Direct dial : 01824 712563

Sian Mai Jones,  
Clerk to Rhuddlan Town Council  
PO Box 224,  
Royal Mail,  
Maesddu Road,  
Llandudno LL30 1QX

Dear Madam,

**Completed licence agreement  
for Public Seat adjacent to Odyn scout hut, Princes Road, Rhuddlan.**

Thank you for returning the licence recently, which had been duly signed on behalf of Rhuddlan Town Council, it has now been signed on behalf of the county council, witnessed and dated, and is enclosed with this letter.

Please could you acknowledge receipt of the enclosed document.

Yours faithfully



**Steve Hodder**

Swyddog Cyfreithiol, Gwasanaethau Cyfreithiol, AD a Democrataidd  
Legal Officer, Legal, HR and Democratic Services

Cyngor Sir Ddinbych,  
Blwch Post 62, Rhuthun,  
Sir Ddinbych LL15 9AZ  
Ffôn: 01824 712563  
e-bost: [steve.hodder@sirddinbych.gov.uk](mailto:steve.hodder@sirddinbych.gov.uk)  
Gwefan: [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk)

Denbighshire County Council,  
PO Box 62, Ruthin,  
Denbighshire LL15 9AZ  
Phone: 01824 712563  
e-mail: [steve.hodder@denbighshire.gov.uk](mailto:steve.hodder@denbighshire.gov.uk)  
Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn arwain at unrhyw oedi.

We welcome correspondence in Welsh. We will respond to any correspondence in Welsh which will not lead to a delay.



This Agreement is made the 2<sup>nd</sup> day of May 2019

BETWEEN

(1) Denbighshire County Council ("the Council") acting by its Head of Legal HR and Democratic Services Gary Williams and

(2) Rhuddlan Town Council ("the Town Council") acting by its Clerk Sian Mai Jones of PO Box 224 Royal Mail Maesddu Road Llandudno LL30 1QX

IT IS HEREBY AGREED AS FOLLOWS:-

1. Recitals

1.1 the Town Council is desirous to erect a memorial bench within the public highway adjacent to Odyn scout hut at Princes Road Rhuddlan in the County of Denbigh as shown on the plan annexed hereto.

2. Erection and Maintenance

Pursuant to the Parish Councils Act 1957 Section 1 the Council consents and agrees to the erection and maintenance by the Town Council of the memorial bench for the use of the public on the land and in the position indicated on the plan

3. Repair

The Town Council agrees at all times it will ensure the memorial bench is maintained in good repair and condition.

4. Indemnity

The Town Council agrees to indemnify the Council against all actions claims demands or expenses howsoever arising which may be brought against or be incurred by the Council in consequence of:-

- (i) the use of the memorial bench
- (ii) any breach by the Town Council or its agents and servants of the terms hereof and/or
- (iii) any loss or injury to any person or property upon the memorial bench or any part thereof and in support of such indemnity to take out and keep in full force and effect throughout the Licence period (with an insurance company approved by the Council) a policy of insurance (upto £5M cover) against the risks of any damage or loss which may occur arising out of the above or in any way relating to this Licence and to produce to the Council on demand a copy of such policy together with such evidence that it is in effect as the Council may reasonably require

5. Determination

This Agreement shall be determinable on one month's notice in writing expiring at any time given by either party to the other and on the expiration of any such notice the Council shall immediately remove the memorial bench and do all things necessary to be done for restoring the land to its former state and condition

AS WITNESS BY THE HANDS OF THE PARTIES HERETO  
the day and year first before written

Signed by the said GARY WILLIAMS:



In the presence of: SBHodder

Witness name: STEVE HODDER

Address: COUNTY HALL RUTHIN

Occupation: LEGAL OFFICER

Signed by the said: SIAN MAI JONES



In the presence of:

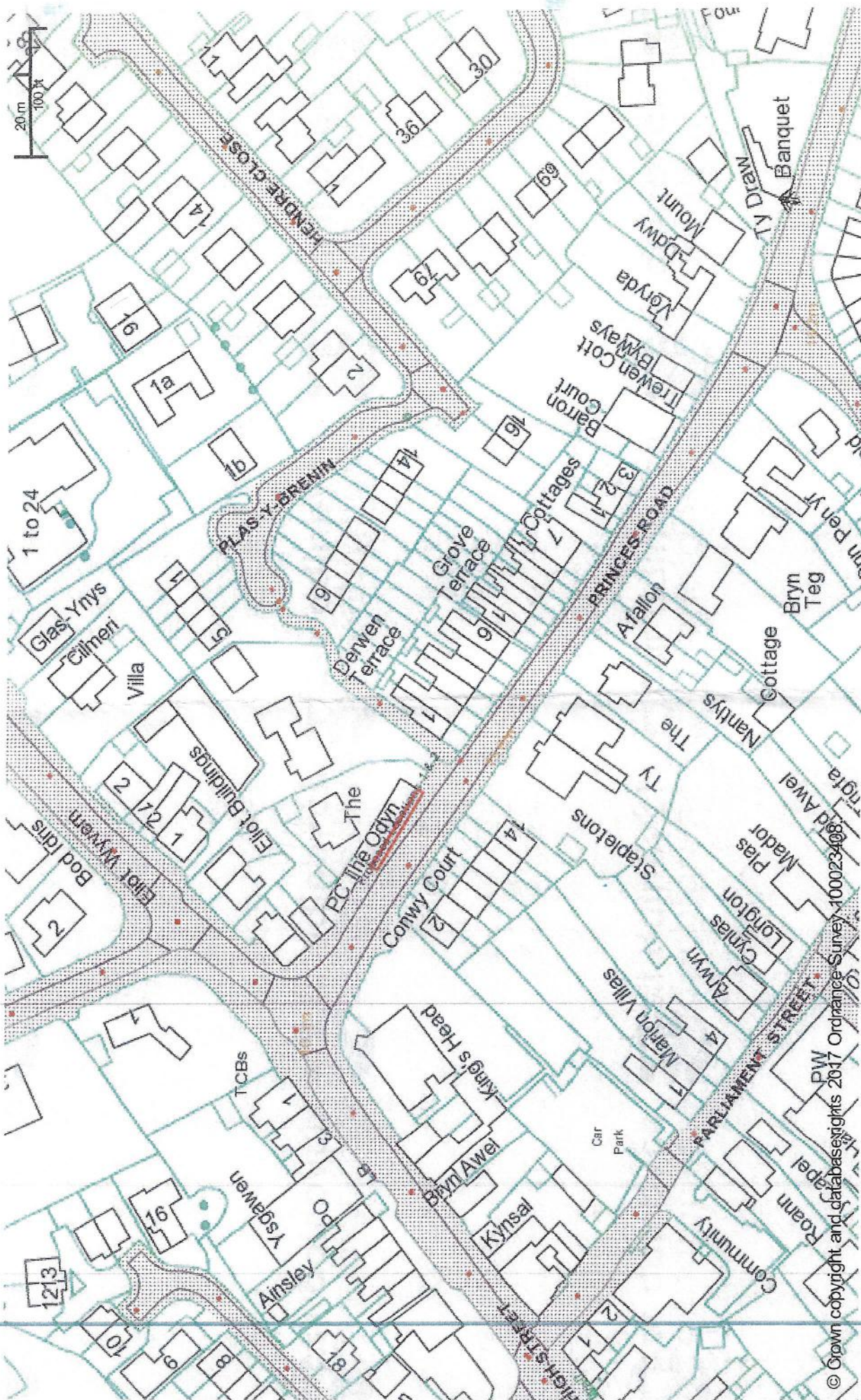
Witness name: GARETH ROWLANDS



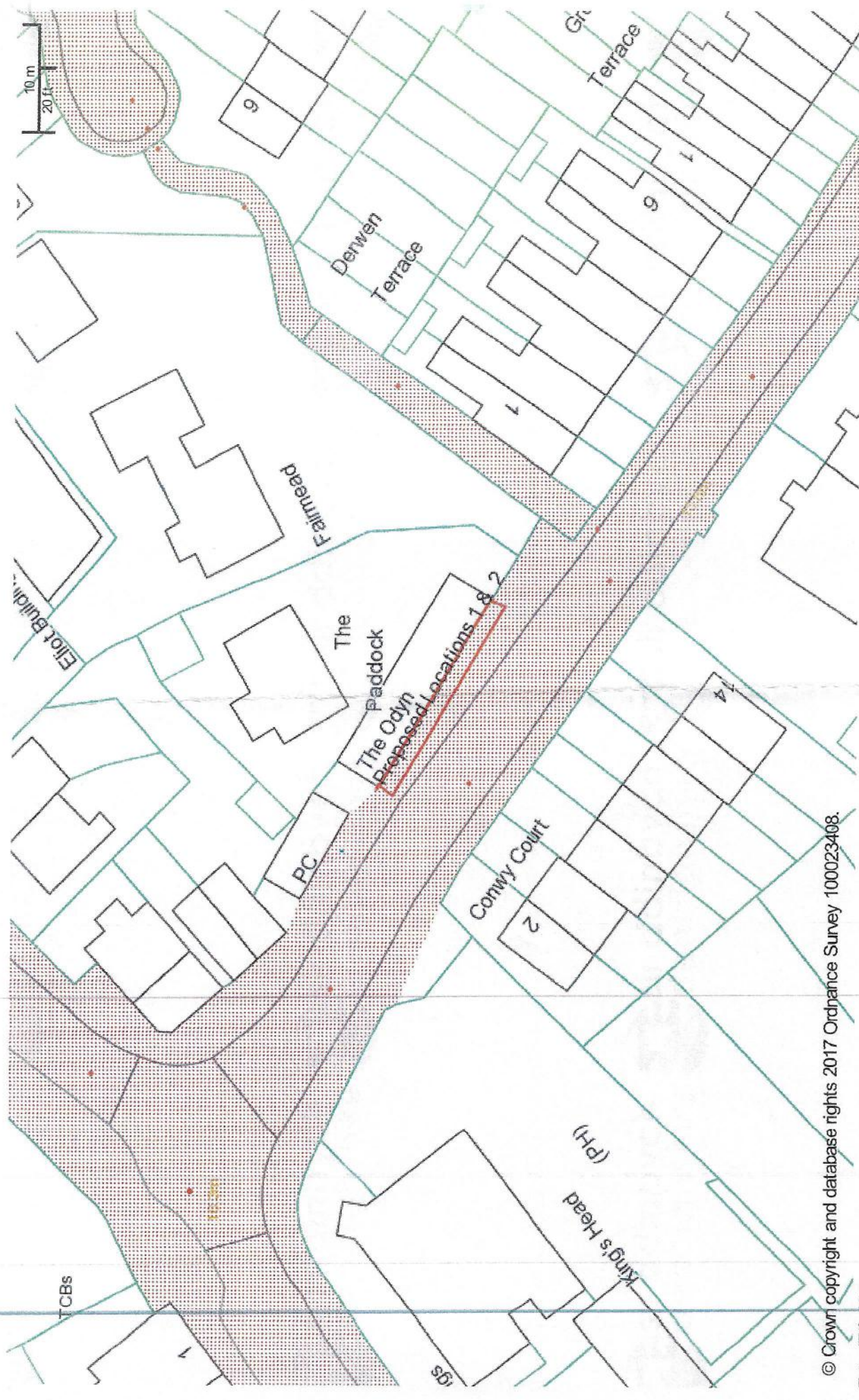
Address: SPRINGFIELD RHYL ROAD RHODOLAN

Occupation: BETIARD









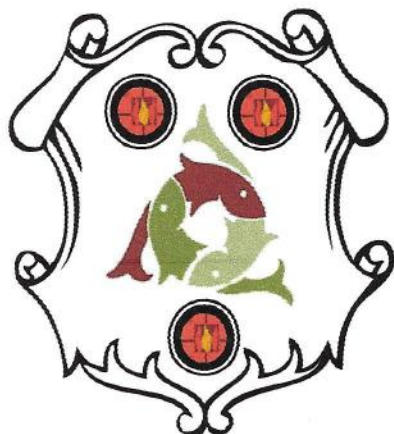
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Hem 6f

# The Guardians of St. Asaph & St. Kentigern

**The Reverend Peter Allsworth**

10, Tirionfa  
Rhuddlan  
Rhyl  
LL18 6LT

Telephone 01745-590683

Siân Mai Jones,  
Town Clerk,  
Rhuddlan Town Council,  
PO Box 224,  
Royal Mail,  
Maesdu Road,  
Llandudno,  
LL30 1QX

Tuesday, 16 April 2019

Dear Ms Jones,

We shall be hosting our first 'Grand Charity Dinner' in St. Asaph Cathedral on Saturday 15<sup>th</sup> June 2019, when our guest speaker will be Jonathan Aitken, the former MP and government minister.

We are therefore writing to ask for the personal support of the Mayor and Councillors' of Rhuddlan.

Besides raising funds to support the music and ministry of our ancient cathedral church, we are also committed to helping to raise additional funding for St. Kentigern Hospice in support of their care of the sick and terminally ill.

This will be the first major social event to be hosted in the cathedral since the new hospitality facilities were recently commissioned, thus making it a unique future venue for community, civic, private and corporate functions.

The enclosed information includes details of the Guardians' Charity Dinner, booking forms and a brief outline of our aims and objectives.

The Guardians of St. Asaph & St. Kentigern, together with Bishop Gregory Cameron, the Bishop of St. Asaph and our Bishop Guardian, look forward to welcoming the Mayor and interested Councillors' to the dinner as valued supporters.

Yours sincerely,

*The Inaugural Charity Dinner*  
*The Guardians of St Asaph and St Kentigern*

*Guest Speaker: Mr Jonathan Aitken - Former MP*

*Saturday June 15th 2019*

*St Asaph Cathedral, St Asaph, Denbighshire LL17 0RD*

*Dinner 7.00pm for 7.30pm*

*Black Tie*  
*£65*

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TO PURCHASE TICKETS CONTACT:

Mrs Michael Hind

Plas Clough Farm, Graig Road, Denbigh LL16 5US  
07583 480807

Mrs Robert Salisbury

Pendinas, Upper Denbigh Road, St Asaph LL17 0RW  
01745 585983

Rev. Peter Allsworth

10 Tirionfa, Rhuddlan, Rhyl LL18 6LT  
01745 590683



Dear Sian,

We have received Lottery funding for the 2 extra Information Boards to be sited next to the Information Board at the Picnic area in Vicarage Lane.

One will be used for the Welsh language, one for the English language and the third one will be used to display children's art work.

Can you please confirm that you are in agreement with this.

I can then file your agreement with the paper work for the 2 new Information boards.

Your original email is filed with the paper work for the first Information board.

We are hoping to place our order on Thursday this week.

Many thanks,

Helen Furneaux, Chair Rhuddlan Community Group

bcc Vice Chair, Secretary, Treasurer

**Rhuddlan Dragon's Football Club – request for Facilities**

Attached is a letter from Mr. Lee Hall.

Please note background information on this matter.

Minutes of Rhuddlan Town Council 12<sup>th</sup> April 2017:

An e-mail from Rhuddlan Dragons Football Club received and circulated., The Club is requesting a lock-up store for their equipment at Admirals Field. The Club is also seeking permission to have a portable toilet on site. **It was resolved to** make locker No3 available to the football club to store equipment. **It was resolved to** agree to portable toilets on the understanding that they are delivered and taken away on the same day. Under no circumstances the portable toilets are to remain on site after the match.



### Rhuddlan Dragon's Football Club

Rhuddlan Dragon's Football Club has been established for 18 years, as grass roots football is growing and is an important part of the local community the club feels the need to provide the necessary facilities to help this happen. These facilities are already in place in the surrounding towns (Rhyl, Prestatyn, Dyserth) and with the growing number of players coming to Rhuddlan Dragons it would be beneficial.

#### Proposal

What the football club is proposing is a small area (approx 14 m x 7m) of land on the field to locate 1 porta cabin, 1 container and 1 toilet. This would be for cleaning and changing facilities for the players. A small kitchen for drinks and condiments for all, and a storage unit for football equipment.

These units will be completely self-sustained.

Solar energy - This would be to power the boiler lighting and electrics.

Water - Using a 1000L water tank and an ultra violet water recycling system so any cleaning water is re-used. Drinking water will be provided by a local retailer.

Toilet- Either a port loo, which can be cleaned regularly or a recycling compost toilet.

So no services would be required to the facility.

The base for these facilities would require an area of 14m x 7m which could be built in 2 ways

- 1- Create a timber frame 14mx7m x 4inches in height fill this with aggregate and compact down so it is level.
- 2- Same as above but instead of aggregate use concrete.

Option 1 is the more practical option to keep the field intact, so if the club was ever asked to leave it could be returned to its original state.

Around this area we are willing to erect a security fence but also plant new trees around the perimeter to keep the appearance in keeping with the area. We would also like to add benches and bins around the field not only for the use of football enthusiasts but also local residence from the surrounding area. The aim to keep it clean and tidy.

#### Parking

We are aware that parking spaces are limited and will continue to inform parents. We are also aware of people parking near the residence houses this should not be happening and we will continue to support the local council with this. We have been using a temp barrier system to stop this but we feel this could be made more effective by adding 2 fixed posts

either side of the access point and using a black and yellow chain with a hanging sign saying "residence only" hopefully getting the message across . Again this is something we are happy to do.

### **Funding**

If we are successful in being allowed the small area of land on the football field, there are a number of grants provided by the Welsh Football Association and Denbighshire council. Local clubs in Rhyl and Prestatyn already have these facilities in place.

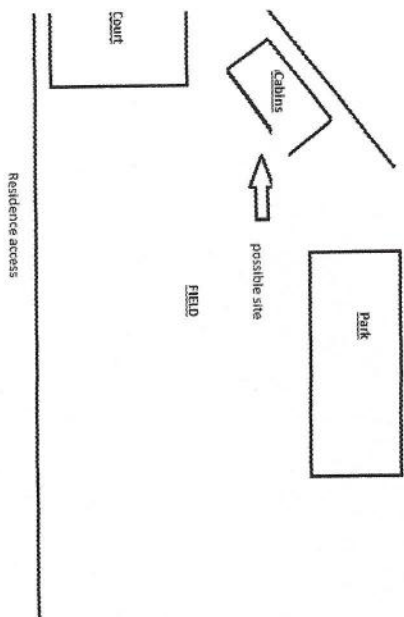
I would like to add that no work would be carried out until all funding is approved.

Any ideas are more than welcome from the council.

Yours thankfully

Lee Hall

Leehall150@gmail.com





Annwyl glerc,

Rydw i a'r Dirprwy Swyddog Monitro, Lisa Jones, unwaith eto yn darparu hyfforddiant ar God Ymddygiad Aelodau. Ar ôl ystyried eich dewisiadau o ran amser sesiynau hyfforddiant, rydym ni'n cynnal un sesiwn yn ystod y dydd ac un sesiwn gyda'r nos fel y nodir isod. Gwerthfawrogaf petaech yn cysylltu â'ch Aelodau ac yn rhoi gwybod i mi pwy fydd yn mynychu a pha sesiwn.

Mae'r hyfforddiant yn rhad ac am ddim ac rydw i'n annog pob Aelod i ymdrechu i fynychu'r hyfforddiant hwn er mwyn deall a chymhwyso'r Cod yn eu gweithgareddau pob dydd.

Edrychaf ymlaen at glywed gennych chi.

#### **Sesiynau Hyfforddiant ar y Cod Ymddygiad**

4pm dydd Mawrth 11 Mehefin yn Caledfryn, Dinbych  
2pm dydd Mercher 19 Mehefin yn Neuadd y Sir, Rhuthun

Cofion cynnes

Gary

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Dear Clerk,

Myself and my Deputy Monitoring Officer, Lisa Jones, are once more providing training on the Members' Code of Conduct and taking into consideration your preferences with regards to the timing of this event we are holding a day and evening session as set out below. I would be grateful if you could contact your Members and then advise me of the delegate names you wish to put forward and indicate whether it is the day or evening session they would be attending.

This will be a free event and I encourage all Members to make every effort to attend this training in order to understand and apply the Code in their day to day activities.

I look forward to hearing from you.

#### **Code of Conduct Training Sessions**

4 p.m. on Tuesday 11 June at Caledfryn, Denbigh  
2 p.m. on Wednesday 19 June at County Hall, Ruthin

Kind regards

Gary

Legal, HR and Democratic Services  
Tel: 01824 712570

Item 8a

## List of Payments made between 01/05/2019 and 11/05/2019

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/05/2019            | Clerical Assist / Minute Clerk | 102242           | 179.20             |                       | Salary                         |
| 01/05/2019            | Goodsigns & Print              | 102244           | 34.32              |                       | Update Honour Boards           |
| 01/05/2019            | Goodsigns & Print              | 102245           | 45.36              |                       | Tickets/Posters Cor Llansilin  |
| 01/05/2019            | Goodsigns & Print              | 102246           | 15.36              |                       | Invitation Cards - Civic Sun   |
| 01/05/2019            | Goodsigns & Print              | 102247           | 38.00              |                       | Order of Service               |
| 01/05/2019            | Rialtas                        | 102248           | 684.72             |                       | Year End Closedown             |
| 01/05/2019            | Gwledd Rhuddlan Fest           | 102249           | 1,000.00           |                       | Grant                          |
| 01/05/2019            | Millenium Mats                 | 102250           | 1,245.25           |                       | Mats - Dementia Friendly       |
| 01/05/2019            | HMRC                           | 102251           | 547.86             |                       | HMRC - period ending June 2019 |
| 01/05/2019            | Town Clerk                     | 102252           | 603.21             |                       | Town Clerk                     |
| 01/05/2019            | P. Smith                       | 102253           | 11.88              |                       | Expenses                       |
| 09/05/2019            | Goodsigns & Print              | 102243           | 210.43             |                       | No dog signs, I.D. badges etc. |
| 11/05/2019            | Scottish Power                 | DD               | 32.30              |                       | Electricity                    |
| 11/05/2019            | Rhuddlan Charity Account       | 112253           | 20.00              |                       | Fish & Chips x 2 Tickets       |
| <b>Total Payments</b> |                                |                  | <u>4,667.89</u>    |                       |                                |

Letter of engagement for Internal Audit.

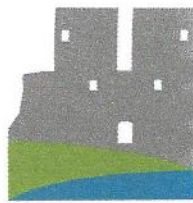
Welsh Audit in their report, Financial Management & Governance of Town and Community Councils stated that two thirds of councils had inadequate terms of reference for their internal auditor.

Welsh Audit highlighted an example of good practice which has been adopted by Rhuddlan Town Clerk with some minor amendments.

Recommended that members approve the letter

Letter attached:





Cyngor Tref  
**Rhuddlan**  
Town Council

### **Internal Audit Engagement Letter**

I wish to confirm your appointment as Internal Auditor to the Council and set out the below terms of your engagement. If you agree, I should be grateful if you would sign and return one copy for my records.

#### **Roles and responsibilities:**

##### **Of the Council:**

- The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions including arrangement for the management of risk.
- The Council is required to undertake an adequate and effective internal audit of its own accounting records and of its system of internal control in accordance with the proper practices in relation to internal control set out in the Joint Practitioners Advisory Group publication: Governance and Accountability for Local Council: A Practitioners Guide and attached schedule of audit checks produced by One Voice Wales.

##### **Of the Internal Auditor:**

- The Internal Auditor is responsible for reviewing whether the Council's financial management is adequate and effective, and that it has a sound system of internal control.

#### **Audit Planning**

- The Council has in place a strategic audit plan covering the main governance and financial systems and this is reviewed annually.
- The Internal Auditor will carry out the audit to enable him/her to provide assurance to members and officers, and enable him/her to complete and sign off Section 4 of the Annual Return in advance of its submission to the Council and the external auditor.

## **Reporting requirements**

- The Internal Auditor will supply a report to the Council, setting out the results of work carried out during the previous twelve months.
- To enable the Internal Auditor to fully complete Section 4 of the Annual Return, he/she will carry out work relating to the year-end in April/May/June. The result of such work will be reported back to the Council.

## **Independence and competence**

- It is essential that the internal audit function is sufficiently independent of other financial controls and procedures of the Council.
- The Internal Auditor will inform the Clerk immediately if he/she becomes aware of any conflict of interest this may adversely affect his/her ability to carry out the audit objectively and independently.
- The Internal Auditor will carry out the internal audit competently and in compliance with proper practice in a way that will meet the business needs of the Council. If the Internal Auditor becomes aware of matters that may affect his/her competence, he/she will inform the Clerk of the Chairperson immediately.

## **Access to information, members and staff**

- The Internal Auditors shall have the right of access during the audit to such accounts, correspondence, accounting systems, minutes and other records as are necessary for the performance of the audit.
- The Internal Auditor shall have the right of access to any members or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

## **Period of engagement**

- The Internal Auditor is appointed for an unspecified period, but subject to annual confirmation by the Council.

## Payment

- It is agreed between the Internal Auditor and the Council that the fee shall be a fixed rate of £250 per audit including travel costs of 45p per mile.
- The rate is fixed for the period of contract. Payment will be made on invoice, based on the work completed.
- In the event that additional work is carried out, the terms of this will be agreed between the Council and the internal Auditor in advance of the assignment.

Signed ..... Date .....

Title .....





## **Application for Grant Funding for youth projects 2019/20**

Rhuddlan Town Council has a small grants scheme which offers grants to community groups that support to projects for the benefit of young people in Rhuddlan that contribute towards:

- Cultural activities • Environmental improvements • Play schemes
- Recreational activities • Community activities.

Each project can bid for a maximum of £500 support.

### **Eligibility**

- Applications must be for initiatives that benefit the Rhuddlan area.
- Applications can only be submitted from recognised "not for profit" community groups.
- Applications cannot be submitted from individuals.
- All applications must submit an up to date set of accounts/latest bank statement.
- Retrospective grants will not be considered.

### **Procedure**

- A grant application form can be obtained from the Town Clerk or downloaded from the Town Council Website. Details are included on the last page.
- Applications are considered at the monthly town councils.
- Grant application must be submitted on the Town Council's application form. Any other format will not be accepted.

### **After receipt of grant**

- The Town Council must be included in any publicity material.
- The Town Council have the right to mention its support on its website.
- The Town Council Logo can be forwarded on request to the Town Clerk.

**About your organisation / Group**

Name of Organisation .....

**Name of Secretary** .....

Address .....

.....

Post Code ..... Tel .....

Email.....

**Name of Treasurer** .....

Address .....

.....

Post Code ..... Tel .....

Email.....

What are the main aims/objectives of your organisation? Maximum 50 words

.....

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Where and when does your organisation meet?

.....

## Project / Activity Details

For what purpose are you applying for funding (please continue on a separate sheet if required)

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Please state the amount you are asking for with a breakdown of the estimated total costs:

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Please provide details of any other sources of income to be used towards this project/activity/event:

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Approximately how many people from the Rhuddlan Area will benefit from this project/activity/event?

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Has your organisation/group received a grant from Rhuddlan Town Council previously?

Yes ☐ No ☐

If yes, please provide details:

.....

.....

Please provide any other information that you would wish the Council to take into account when considering this application:

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Statement to be completed by the Chairman/Secretary/Treasurer of the organisation.

I confirm that all the information on this form is true and correct and that any grant received will be used for the specified purpose(s) only.

I confirm I have enclosed a copy of the following documentation to support this application (if not, please state reason why below)

.....

.....

Copy of latest audited accounts

Yes ☐ No ☐

Copy of latest bank statement

Yes ☐ No ☐

Covering letter on headed notepaper

Yes ☐ No ☐

Name .....

Position .....

Signature ..... Date .....

Please return this form to:

Town Clerk  
Rhuddlan Town Council  
PO Box 224  
Royal Mail  
Maesdu Road  
Llandudno  
LL31 1QX

07775 673706    [clerk@rhuddlantowncouncil.gov.uk](mailto:clerk@rhuddlantowncouncil.gov.uk)