

Raglan Village Hall

31<sup>st</sup> May

Kirstey Pope



monmouthshire  
sir fynwy

# Area Committee Grant

## 2016 Application Form

Area Committee	Closing date for Applications	Area Committee Meeting	Chair
Lower Wye	23 <sup>rd</sup> May	15 <sup>th</sup> June	Councillor Ann Webb <a href="mailto:AnnWebb@monmouthshire.gov.uk">AnnWebb@monmouthshire.gov.uk</a> 07816678948
Central Monmouthshire	31 <sup>st</sup> May	22 <sup>nd</sup> June	Councillor Susan White <a href="mailto:SusanWhite@monmouthshire.gov.uk">SusanWhite@monmouthshire.gov.uk</a> 01600712611
Bryn y Cwm	20 <sup>th</sup> June	13 <sup>th</sup> July	Councillor Douglas Edwards <a href="mailto:DouglasEdwards@monmouthshire.gov.uk">DouglasEdwards@monmouthshire.gov.uk</a> 07954292398
Sevenside	27 <sup>th</sup> June	20 <sup>th</sup> July	Councillor David Evans <a href="mailto:DavidEvans2@monmouthshire.gov.uk">DavidEvans2@monmouthshire.gov.uk</a> 01291420354

This application form is to be used to submit an application for the Area Committees capital grant scheme. Each Area Committee has a total of £5,000 to be awarded.

### Section 1 - Contact Information

1a	Applicants name/group name	Raglan Village Hall and Recreation Association
1b	Contact name (if applying on behalf of a group)	Kirstie Pope
1c	Contact address	[Redacted] [Redacted] [Redacted]
1d	Contact e-mail address	[Redacted]
1e	Registered address if applying on behalf of a group	[Redacted] [Redacted] [Redacted]
1f	Your position in the group	Treasurer
1g	Daytime telephone Number	[Redacted]

If you are successful with your application we will pay the grant award directly into your bank account, in order to do this please provide the following details

1h	Name of Account Holder	[Redacted]
1i	Account Number	[Redacted]
1j	Sort Code	[Redacted]
1k	Bank Name and address	[Redacted]

**Section 2 - Tell us about your group**

2a What category does your project fall into (please tick)

- Nobody is left behind
- People are confident, capable and involved
- Our county thrives
- Maintaining locally accessible services

2b Please provide a brief description of the activities that your group undertake.

<p>Raglan Village Hall and Recreation Association :</p> <ul style="list-style-type: none"> <li>• works to improve the availability, quality and use of community facilities in the village of Raglan. To date we have worked with Monmouthshire County Council to refurbish the Old Church School, improve the disabled access, provide toilet facilities, and our volunteers have painted the hall using paint donated by a local organisation.</li> <li>• manages the Old Church School as the village hall for the community, in partnership with Monmouthshire County Council which owns the building. Use of the hall has increased since this arrangement started in January 2016. As well as ensuring the continued availability of the hall for existing users, Yoga and Taka Hiro classes have started and a cycling group regularly visits. We plan to attract more new activities and services to Raglan.</li> <li>• will continue to consult with the ward's 2000 inhabitants to fully understand the needs of the community                      During the most recent consultation in 2015 we received and analysed responses to over 400 responses to questionnaires from residents. When asked about the types of services and activities they felt were most needed in the village, our adult survey respondents told us:                     <ul style="list-style-type: none"> <li>○ Healthcare – 76%</li> <li>○ Social activities – 93%</li> <li>○ Training courses (adult learning, IT access etc) – 75%</li> <li>○ Mental health/wellbeing courses – 56%</li> <li>○ Community café – 83%</li> <li>○ Older people support – 62%</li> <li>○ Library – 82%</li> </ul>                     RVHA is actively seeking funding to build a new facility in the village to be able to meet the needs of the residents, but will work to improve access to services and activities in the current facility where possible.                 </li> </ul>
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2c In What year was the group founded?

2d Are you a registered charity  Yes

If yes, please provide registered number

2e If your application is related to sport is the team a member of / or affiliated to a registered body

- Yes
- No

If yes which one



**Section 3 - Tell us about the community activity that you wish to support**

3a How much are you applying for? £1068.01

3b Are you applying for, or receiving funding from another source? Yes  No

3c Please explain what the grant will be used for

**To facilitate the provision of WiFi in the Old Church School**  
 Once installed, the Citizens Advice Bureau will use WiFi to will provide its services to the community. Gateway Credit Union will also operate from the hall. RVHA will facilitate the provision of classes to develop IT skills. Part of the grant will be used to purchase a basic laptop. WiFi will be available to users of the hall, including customers of the community cafe. The profits from the cafe, once established, will be used to fund provision of WiFi.

**Purchase equipment to facilitate the running of a Community Cafe and continue to increase the range of services/activities in the Old Church School**  
 RVHA has identified equipment needed to facilitate running a community cafe. We have visited other local community cafes to understand the requirements. A list of items we propose to purchase is attached. A volunteer has come forward to help organise and run the cafe and knows of others who would like to help (for personal reasons this person needs to get involved in a project and feels this is very worthwhile).

The cafe will meet the needs of the community for a space to socialise. Provision will grow so that it will be running once a week by the end of 6 months. It will meet other needs identified though consultation. It will provide access to the internet (this will encourage teenagers to use the facility), help with IT skills and using the internet, a book swap and games/puzzles. As the cafe becomes established we will seek to facilitate other services to run alongside it including access to health services eg podiatry and a youth group.

As well as extensive consultations in 2014 and 2015 (see above) the Raglan Ward also developed a Community Led Plan in 2012 as part of MCC's Rural Development Programme under Axis 3, 'Aspirational Monmouthshire'. It consulted over 480 residents and states there was overwhelming support (81% - 95%) for the development of: new indoor toilets, disabled access, modern catering kitchen, community café, IT centre/community office, library and youth group. 34% would be prepared to volunteer in a community café on weekdays and 17% on weekends; a higher percentage (41%) would be prepared to help in a community library on weekdays and 22% on weekends. RVHA is committed to developing sustainable services in the village that will be supported by the community.

3d How will your project benefit your local community

The incidence and impact of social isolation in our community will be addressed through the running of a welcoming community cafe. Individuals will be able to take part in activities with other people, sharing experiences, developing friendships and social networks

Residents will feel less loneliness and isolation by having more access to social and community activities, regardless of age and ability

Local people will be more involved in the design and delivery of services in Raglan

Local people will have increased access to a range of services from an improved public space which promote health and wellbeing, learning, and quality of life.

## Section 4

Please tick here to confirm that you have read and accepted the Grant Selection Criteria

Signed on behalf of (if you applying on behalf of a group)

RVHA

Signature



Date

30 May 2016

Please return completed forms to the Chairperson of the area committee that you are making the grant application to either at the above e-mail or by post to:

Monmouthshire County Council, Usk County Hall, Rhadyr, Usk, Monmouthshire. NP15 1GA

### Grant Selection Criteria

Please read this section carefully before completing your application

#### Eligibility Criteria:

- Be a group or individual acting for the wider benefit of the local community
- The group must operate within the geographical boundary of the Area Committee which it is applying to.

And a project must

- Support one of the 4 priorities identified in 2a.
- Must address a community issue or support a local community initiative
- Provide benefits to the local community
- Where a local Whole Place plan exists the project should support one of the locally identified priorities.

#### Application Process

- Uncompleted applications will not be considered.

- Any applications that do not meet the eligibility criteria will not be considered.
- All applications will be considered by the local Area Committee and successful applicants will be notified by e-mail with any details of restrictions or conditions.
- Successful applicants will be required to evidence details of spend when requested.

#### Exclusions

##### Excluded Groups

- Groups other than community, self-help and voluntary groups.
- Groups which use their surplus for the benefit of an individual or business
- Overseas charities – The grants are intended to support local communities



### Excluded Activities

- Non- community projects – A group does not have to be a charity to apply, however any project supported must benefit a local community within the geographical boundary of Monmouthshire County Council.
- Ongoing running costs – Grants will not be awarded for ongoing running costs or maintenance. Applications must be for one off investments, purchases within the categories outlined in 2a.
- Religious worship – Applications from religious bodies will only be considered if there is a wider benefit to the local community.
- Core activities of statutory services – Statutory services seeking grants for core activities such as library books or essential hospital equipment is excluded. However applications relating to special projects for the benefits of local communities will be considered.
- Political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
- Individual sponsorship – Applications to support individuals will not be accepted.
- Multiple applications – Only one application per person/organisation may be supported in a financial year.

### Grant Terms & Conditions

The terms and conditions below set out the relationship between Monmouthshire County Council (MCC) and you as an individual or group. If you have any questions or would like help please contact the Area Committee Chair, the details of which are below.

MCC can ask you for extra information to support your application.

- The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.

- If you do not spend all the grant provided, you must return any unspent money to us within six months of receipt of the grant.
- MCC will not be responsible for any expenditure (on assets, equipment or your project) you have incurred before you receive our letter / e-mail confirming details of the grant provided.
- From time to time , MCC may use your name and address in any publicity about the grant. We may also choose to advertise the award of the grants on our website, in the press or social media, please advise if you are unwilling to agree to this.
- If requested, successful applicants must agree to provide a report on how the community grant was used and the benefits experienced by the local community as a result.
- MCC can ask you to return the grant in full if we find out that you have used it for a purpose other than set out in your application.
- The Area Committees decision on your application is final and they may choose not to answer any of your questions about the decision.
- MCC may withhold all or part of the grant, or recover all or part of any payment from you. If we discover that:
  - you have broken any part of this agreement;
  - any information in the application form or a supporting document was incorrect or misleading;
  - your group or the project ends for any reason
  - the grant was awarded on the basis of match funding which is withdrawn or is not achieved.

### Guidelines for a successful application

Please read the application form carefully and seek assistance if required before completing and submitting your application. Your

application will be considered by the Area Committee in your geographical area.

1. Applications must be received by the closing date indicated on page 1 of this form.
2. If you require any guidance or assistance in completing this form, please contact the Area Committee Chair as listed on page 1. They can be contacted on the details below.
3. You must supply a copy of audited accounts alongside your application. If these are not available you must provide a copy of your most recent bank statement.
4. Please feel free to supply any additional information which you feel

is relevant to and will support your application.

You can hand write your application (you can get copies at your local hub) or download a copy of the form at Monmouthshire County Councils website. Please return completed forms to the chairperson of the relevant area committee as indicated on the cover page. Alternatively send them by post to the relevant Councillor at

Monmouthshire County Council. Usk  
County Hall, Rhadyr, Usk,  
Monmouthshire. NP15 1GA

**Closing dates and contact information**

Area Committee	Closing date for Applications	Area Committee Meeting	Chair
Lower Wye	23 <sup>rd</sup> May	15 <sup>th</sup> June	Councillor Ann Webb <a href="mailto:AnnWebb@monmouthshire.gov.uk">AnnWebb@monmouthshire.gov.uk</a> 07816678948
Central Monmouthshire	31 <sup>st</sup> May	22 <sup>nd</sup> June	Councillor Susan White <a href="mailto:SusanWhite@monmouthshire.gov.uk">SusanWhite@monmouthshire.gov.uk</a> 01600712611
Bryn y Cwm	20 <sup>th</sup> June	13 <sup>th</sup> July	Councillor Douglas Edwards <a href="mailto:DouglasEdwards@monmouthshire.gov.uk">DouglasEdwards@monmouthshire.gov.uk</a> 07954292398
Severnside	27 <sup>th</sup> June	20 <sup>th</sup> July	Councillor David Evans <a href="mailto:DavidEvans2@monmouthshire.gov.uk">DavidEvans2@monmouthshire.gov.uk</a> 01291420354

If you are not sure which Area Committee you should be applying to, the members of each area committee are as follows

Area Committee	County Councillors	Contact details can be found at following link
Lower Wye	David Dovey Dimitri Batrouni Graham Down Peter Farley Bob Greenland Phyl Hobson Phil Murphy Armand Watts Ann Webb (Chair)	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=150">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=150</a>
Central Monmouthshire	Peter Clarke Debby Blakebrough Geoff Burrows Ruth Edwards Liz Hacket Pain Bob Hayward Penny Jones Val Smith Brian Strong Alan Wintle Sue White (Chair)	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=152">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=152</a>
Bryn y Cwm	Ralph Chapman Douglas Edwards (Chair) James George Roger Harris Martin Hickman Giles Howard Simon Howarth Dave Jones Bryan Jones	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=151">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=151</a>



Area Committee Grant Application Form 2016

	Sara Jones Paul Jordan Maureen Powell John Prosser Kevin Williams	
Sevenside	Jessica Crook Tony Easson David Evans (Chair) Peter Fox Linda Guppy Jim Higginson John Marshall Frances Taylor Pauline Watts	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=149">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=149</a>

Please apply to the committee that your ward member attends.

Tick list for applications;

1. Completed application form
2. Copies of certified accounts or most recent bank statement
3. Any supporting information, e.g. copies of quotes, match funding details



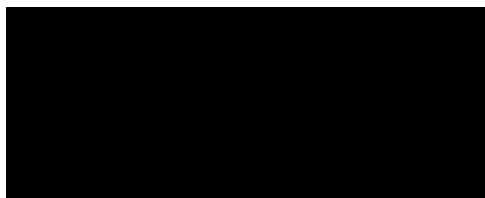
Good afternoon Kirstie,

Thank you for your call earlier I've put below the monthly and one-off costs as requested, I've also attached the order forms and service agreements.

Service	Period	Cost
Line Rental	Monthly	£12.50
Business Unlimited Broadband	Monthly	£19
Line Installation	One-Off	£50
Router	One-Off	£36
Delivery	One-Off	£5

If you require any further information please don't hesitate to contact our Business Services Team on 01608434070.

Kind regards,



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The **co-operative** phone & broadband  
The **co-operative** business telecoms  
The **co-operative** mobile



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AWARDS 2015  
UK WINNER**

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All costs are inclusive of VAT

<u>Provision of WiFi in Old Church School</u>		Costs	Other Grants	Area Committee
<a href="https://business.thephone.coop/start-up-fund">https://business.thephone.coop/start-up-fund</a> Start Up Fund grant of £250 for social enterprises. Apply when ordering broadband.				
- Installation	1 x £60	£60	£60	
- Router + delivery	1 x £48.20	£48.20	£48.20	
- 6 month's running costs	6 x £37.80	£226.80	£146.80	£85
<b>Total WiFi</b>		<b>£335</b>	<b>£250</b>	<b>£85</b>
Laptop - Tesco Acer 15.6" - to be available for people to use at community cafe/IT lessons. We will also seek donations of two further laptops (research on internet has shown other village halls have been successful recently approaching telecoms companies for donations)	1 x £229	£229		
<b>Community Cafe</b> Costs from Nisbets On-line Catering Equipment unless stated otherwise				
Vacuum pump flasks - 2.5litres	2 x £25.19	£50.38		
70 oz teapot	2 x £12.59	£25.18		
Teaspoons - Olympia budget pack 120	1 x £7.19	£7.19		
Soup spoons - Olympia Kelso pack 12	7 x £2.15	£15.05		
Mugs - Athena pack 36	1 x £33.43	£33.43		
Plastic tables, fold away legs 4ft by 2ft weight 10.7kg  Will also benefit weekly art class as they are elderly and find the current old wooden tables very difficult to move	6 x £52.79	£316.73		
Table trolley (need to move furniture in and out of hall to create more space in hall for popular classes and activities)	1 x £251.99	£251.99		
Chair trolley (need as above) - <a href="http://www.foldingtablesuk.com">www.foldingtablesuk.com</a> - significantly cheaper than Nisbets	1 x £69.95	£69.95		
PVC gingham/polka dot wipeasy table cloths <a href="http://www.wipeasytablecloths.com">www.wipeasytablecloths.com</a> - significantly cheaper than Nisbets	10 x £7.99	£79.90		
Amazon.co.uk - Puzzle Mates Portapuzzle Jigsaw case	1 x £18.99	£18.99		
Total other than WiFi - discount through resident's family business operating a discount scheme to social enterprises		£1097.79	£109.78	£988.01
<b>Total</b>		<b>£1432.79</b>	<b>£359.78</b>	<b>£1073.01</b>





**Independent examiner's report to the trustees of Raglan Village Hall & Recreation Association**

I report on the accounts of the Association for the year ended 31 December 2015, which are set out on pages 1 to 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that a statutory independent examination is not needed. However, the trustees have opted for a voluntary independent examination.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

**Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

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



Stephen Napier A.C.A

Hodges Chambers  
Crane Street  
Pontypool  
NP4 6LY

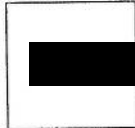
10 May 2016



London Village Hall Association

## Receipts and payments accounts

For the period from	31-Jan-15	To	31-Dec-15
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising	387	-	-	387	248
Donations	-	-	-	-	132
Grants received	-	2,000	-	2,000	-
Interest received	370	-	-	370	370
Miscellaneous	-	-	-	-	20
Help for Heroes	163	-	-	163	-
MCC Return of Capital	-	5,520	-	5,520	-
Sale of Furniture	30	-	-	30	-
<b>Sub total (Gross income for AR)</b>	<b>950</b>	<b>7,520</b>	<b>-</b>	<b>8,470</b>	<b>770</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>950</b>	<b>7,520</b>	<b>-</b>	<b>8,470</b>	<b>770</b>
<b>A3 Payments</b>					
Fundraising	214	-	-	214	138
Donations	10	-	-	10	-
October/November engagement exp.	-	-	-	-	419
Hall Hire	20	-	-	20	-
Insurance and license	278	-	-	278	282
Consultant	1,192	2,000	-	3,192	-
Website	-	-	-	-	36
Miscellaneous	-	-	-	-	-
Help for Heroes	163	-	-	163	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,877</b>	<b>2,000</b>	<b>-</b>	<b>3,877</b>	<b>875</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,877</b>	<b>2,000</b>	<b>-</b>	<b>3,877</b>	<b>875</b>
<b>Net of receipts/(payments)</b>	<b>- 928</b>	<b>5,520</b>	<b>-</b>	<b>4,592</b>	<b>- 105</b>
<b>A5 Transfers between funds</b>	<b>- 3,942</b>	<b>3,942</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,790</b>	<b>1,000</b>	<b>-</b>	<b>33,790</b>	<b>33,895</b>
<b>Cash funds this year end</b>	<b>27,920</b>	<b>10,462</b>	<b>-</b>	<b>38,382</b>	<b>33,790</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in Hand	-	-	-
	Current Account	233	5,520	-
	Savings Account	28,153	4,942	-
	<b>Total cash funds</b>	<b>27,920</b>	<b>10,462</b>	<b>-</b>

(agree balances with receipts and payments account(s))

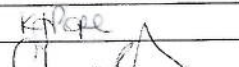

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	KIRSTINE POPE	18.5.16
	CHRIS BUTLER-DONNELL	18.5.16



