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For all enquiries relating to this agenda please contact Sharon Hughes  
(Tel: 01443 864281 Email: [hughesj@caerphilly.gov.uk](mailto:hughesj@caerphilly.gov.uk))

**Date: 7th July 2022**

To Whom It May Concern,

A multi-locational meeting of the **Grants to the Voluntary Sector Panel** will be held in Penallta House, and via Microsoft Teams on **Thursday, 14th July 2022 at 5.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>

This meeting will be live-streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore, the images/audio of those individuals speaking will be publicly available to all via the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Yours faithfully,

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

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

	Pages
1 To appoint a Chair for the ensuing year.	

A greener place Man gwyrddach



2 To appoint a Vice Chair for the ensuing year.

3 To receive apologies for absence.

4 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes:-

5 Grants to the Voluntary Sector Panel held on 3rd March 2022.

1 - 2

To receive and consider the following report from the Head of Financial Services & Section 151 Officer: -

6 Applications for Financial Assistance.

3 - 26

**Circulation:**

Councillors A. Broughton-Pettit, M. Chacon-Dawson, Mrs P. Cook, G. Enright, A. Gair (Chair), T. Heron, D. Ingram-Jones, L. Jeremiah, D.W.R. Preece, J.A. Pritchard, J. Rao, J. Reed, J.E. Roberts, J. Taylor and W. Williams,

And Appropriate Officers.

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Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk). except for discussions involving confidential or exempt items.

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## GRANTS TO THE VOLUNTARY SECTOR PANEL

### MINUTES OF THE DIGITAL MEETING HELD VIA MICROSOFT TEAMS ON THURSDAY 3<sup>RD</sup> MARCH 2022 AT 5.00 P.M.

#### PRESENT:

Councillor A. Gair – Chair  
Councillor R. Gough – Vice Chair

#### Councillors:

M. Davies, A. Farina- Childs, L. Jeremiah, D. W. R. Preece, J. Taylor and B. Zaplatynski.

#### Together with:

S. Harris (Head of Financial Services and Section 151 Officer), V. Doyle (Policy Officer), S. Hughes (Committee Services Officer) and J. Thomas (Committee Services Officer).

### RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting was being recorded and would be made available to view via the Council's website, except for discussions involving confidential or exempt items. [Click here to view.](#)

#### 1. APOLOGIES

Apologies for absence were received from Councillors C. Andrews, D. Hardacre, A. Higgs, A. Leonard, G. D. Oliver, J. Ridgewell and J. E. Roberts.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

#### 3. MINUTES – 18<sup>TH</sup> NOVEMBER 2021

It was moved and seconded that the minutes of the meeting held on 18<sup>th</sup> November 2021 be approved as a correct record. By way of Microsoft Forms (and in noting there were 6 votes for, 0 votes against and 1 abstention) this was agreed by the majority present.

RESOLVED that the minutes of the Grants to the Voluntary Sector Panel meeting held on 18<sup>th</sup> November 2021 (minute nos. 1-4) be approved as a correct record.

#### 4. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Policy Officer presented the report which informed the Grants to the Voluntary Sector Panel of the applications for Financial Assistance received between 1<sup>st</sup> October 2021 and 31<sup>st</sup> January 2022. The report also informed the Panel of the applications for Welsh Church Acts Fund received between 1<sup>st</sup> October 2021 and 31<sup>st</sup> January 2022.

Members were advised of the budget allocations for both the Voluntary Sector budget and the Welsh Church Acts Fund budget. Details of the applications received and approved by the Head of Financial Services & S151 Officer under delegated powers between 1<sup>st</sup> October 2021 and 31<sup>st</sup> January 2022 were summarised.

In response to a Member's query, it was clarified that the Applications for Financial Assistance report informs the Grants to the Voluntary Sector Panel of the applications that have met the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services & S151 Officer under delegated powers and which are reported to the Panel for information. It was highlighted that that Panel views are sought in relation to applications that do not meet the general criteria for Financial Assistance, with the purpose of making a recommendation to the Head of Financial Services & Section 151 Officer for approval or otherwise. It was further highlighted that applications received which do not meet the Welsh Church Acts Fund criteria are not reported to the Grants to the Voluntary Sector Panel. However, Panel views are sought in relation to applications from individuals in relation to the Welsh Church Acts Fund, with the purpose of making a recommendation to the Head of Financial Services & S151 Officer for approval or otherwise.

The Head of Financial Services and S151 Officer responded to questions raised in relation to the general criteria. It was explained that the list of general criteria is reviewed periodically with the Grants to the Voluntary Sector Panel and that the grants are awarded on the criteria that has previously been agreed. Members were advised that there will be an opportunity, post-election, to review the general criteria.

Following consideration of the report, Panel Members noted the applications received that met the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services and S151 Officer under delegated powers, and which are reported to the Panel for information.

The meeting closed at 5.18 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 14<sup>th</sup> July 2022, they were signed by the Chair.

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CHAIR



## **GRANTS TO THE VOLUNTARY SECTOR PANEL – 14TH JULY 2022**

**SUBJECT: APPLICATIONS FOR FINANCIAL ASSISTANCE**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND  
CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 To inform the Panel of the applications for financial assistance received between 1st February and 31st March 2022 relating to the 2021/22 financial year.
- 1.2 To inform the Panel of the applications for financial assistance received between 1st April and 31st May 2022 relating to the 2022/23 financial year.
- 1.3 To seek Panel views on an application for financial assistance from an organisation which does not meet the General Criteria.
- 1.4 To inform the Panel of the applications for Welsh Church Acts Fund received between 1<sup>st</sup> February and 31<sup>st</sup> March 2022 relating to the 2021/22 financial year.
- 1.5 To inform the Panel of the applications for Welsh Church Acts Fund received between 1<sup>st</sup> April and 31<sup>st</sup> May 2022 relating to the 2022/23 financial year.
- 1.6 To seek Panel views on one application from an individual in relation to the Welsh Church Acts Fund.

### **2. SUMMARY**

- 2.1 The report advises Panel members of the budget allocations for both the Voluntary Sector budget and the Welsh Church Acts Fund budget. It also provides details of applications received and approved by the Head of Financial Services & S151 Officer under delegated powers between 1st February and 31st May 2022. It seeks Panel views in relation to an application for financial assistance from an organisation which does not meet the General Criteria, with the purpose of making a recommendation to the Head of Financial Services & S151 Officer for approval or otherwise and any amount to be awarded. Finally, it seeks Panel views in relation to an application received from an individual under the Welsh Church Acts Fund, with the purpose of making a recommendation to the Head of Financial Services & S151 Officer for approval or otherwise and any amount to be awarded.

### 3. RECOMMENDATIONS

- 3.1 Panel members note the applications received that meet the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services & S151 Officer under delegated powers, and which are reported to the Panel for information.
- 3.2 Panel members make a recommendation for approval or otherwise in relation to an application for financial assistance from an organisation which does not meet the General Criteria, and a request from an individual under the Welsh Church Acts Fund. These recommendations will then be considered and approved or otherwise by the Head of Financial Services & S151 Officer under delegated powers.

### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the applications received under this report are determined in accordance with the Council's scheme of delegation criteria.

### 5. THE REPORT

#### 5.1 GRANTS TO THE VOLUNTARY SECTOR BUDGET

- 5.1.1 The Grants to the Voluntary Sector budget for 2021/22 was as shown in the table below:

Budget 2021/22	£188,160.00
Less Discretionary Rate Relief	£194,757.97
Remaining Budget	(£6,597.97)
Carry forward balance from 2020/21	£122,640.64
<b>Total Available Budget 2021/22</b>	<b>£116,042.67</b>
Total 2021/22 Grants awarded previously	(£4,680.00)
<b>Balance remaining</b>	<b>£111,362.67</b>

- 5.1.2 Between 1<sup>st</sup> February and 31<sup>st</sup> March 2021, three new General Criteria awards were made totalling **£480**. These were approved by the Head of Financial Services & S151 Officer under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below:

Ref	Name of organisation/ individual	Category	Amount awarded
21-GC028	Application from an individual	Individuals (amateur) representing Wales at home	£130
21-GC029	Application from an individual	Individuals (amateur) representing Wales abroad	£250
21-GC030	Gilfach Ladies Bowling Club	Sports clubs (up to 50 members)	£100
		<b>Total</b>	<b>£480</b>

- 5.1.3 In the period between 1<sup>st</sup> February and 31<sup>st</sup> March 2021, no applications were received that were outside the General Criteria as set out in Appendix 1.

5.1.4 After the awards detailed in the previous table have been considered, the total amount allocated in 2021/22 was **£5,160**, leaving a balance of **£110,882.67** to be carried forward to 2021/22.

5.1.5 The Grants to the Voluntary Sector budget for 2022/23 is shown in the table below:

Budget 2022/23	£195,686.00
Less Discretionary Rate Relief (Estimated)	£187,367.00
Remaining Budget	£8,319.00
Carry forward balance from 2021/22	£110,882.67
<b>Total Available Budget 2022/23</b>	<b>£119,201.67</b>
Total 2021/22 Grants awarded previously	£0.00
<b>Balance Remaining</b>	<b>£119,201.67</b>

5.1.6 The projected Discretionary Rate Relief for 2022/23 is **£187,367**, which leaves a budget of **£8,319** available for 2022/23. Allowing for the projected spend on Discretionary Rate Relief, the available balance for schemes is **£119,201.67**, which includes carry forward balances.

5.1.7 Between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, 14 new General Criteria awards have been made totalling **£2,140**. These have been approved by the Head of Financial Services & S151 Officer under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below:

Ref	Name of organisation/ individual	Category	Amount awarded
22-GC001	Newbridge WI	Community Groups	£100
22-GC002	Application from an individual	Individuals representing Wales abroad	£250
22-GC003	Fleur de Lys Community Centre	Community Groups	£100
22-GC004	Application from an individual	Individuals representing Wales abroad	£250
22-GC005	Rhymney Castle Select Flying Club	Pigeon Clubs	£200
22-GC006	Caerphilly & District Floral Society	Community Groups	£100
22-GC007	Application from an individual	Individuals representing Wales at home	£130
22-GC008	Penuel Baptist Church	Community Groups	£100
22-GC009	Application from an individual	Individuals representing Wales abroad	£250
22-GC010	Newbridge Memo Ltd (on behalf of Tuesday Night Dance Group)	Sports Club (up to 50 members)	£100
22-GC011	Ravenswood Allotment Society	Allotments	£100
22-GC012	Dance Unity Formation Teams	Junior Sports Club (over 50 members)	£200
22-GC013	Application from an individual	Individuals representing Wales at home	£130
22-GC014	Application from an individual	Individuals representing Wales at home	£130
		<b>Total</b>	<b>£2,140</b>

- 5.1.8 In the period between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, one application has been received that is outside the General Criteria as set out in Appendix 1. A copy of the application received is included at Appendix 2 and Panel members are requested to make a recommendation on whether the project should be supported and if so, the amount of funding to be awarded. This recommendation will then be considered by the Head of Financial Services & S151 Officer and signed off or otherwise under delegated powers.
- 5.1.9 After the awards detailed in the previous table above have been considered, the amount remaining in the current financial year is **£117,061.67**, less any funding approved in relation to the application detailed in 5.1.8.
- 5.1.10 As previously agreed by the Panel, grants awarded during the 2022/23 financial year that exceed the budget allocation will be funded from the brought forward balances.

## 5.2 WELSH CHURCH ACTS FUND

- 5.2.1 The total Welsh Church Acts Fund budget available for 2021/22 was **£156,248.14**. This consisted of the annual allocation from Monmouthshire County Council (**£63,840**), unallocated sums from previous years (**£82,408.14**), and underspends on completed projects or projects not proceeding (**£3,680.30**).

Budget 2021/22	£63,840.00
Carry forward balances	£82,408.14
Adjustments within year in relation to underspends or projects not proceeding	£3,680.30
<b>Total available budget 2021/22</b>	<b>£149,928.44</b>
Total 2021/22 grants awarded previously	(£40,128.44)
<b>Balance remaining</b>	<b>£109,800.00</b>

- 5.2.2 Panel members will recall that at the last meeting a funding award of £4,170 to Bethel Baptist Church, Penyrheol was reported. Subsequent to the meeting, the organisation decided not to proceed with the grant and therefore this amount has not been included in the above figures.
- 5.2.3 Between 1<sup>st</sup> February and 31<sup>st</sup> March 2022 one application was received totalling **£4,625**. This was approved by the Head of Financial Services & S151 Officer under delegated powers and is reported to the Panel for information only. The award is summarised in the table below:

Ref	Name of organisation	Description	Amount awarded
ORG21/WCF011	Crosskeys Methodist Church	Electrical rewiring to church and entrance	£4,625.00
		<b>Total</b>	<b>£4,625.00</b>

- 5.2.4 Between 1<sup>st</sup> February and 31<sup>st</sup> March 2022 no applications were received from individuals in relation to the Welsh Church Acts Fund.
- 5.2.5 The total amount allocated to organisations and individuals during 2021/22 was **£44,753.44** and the remaining balance of £105,175 will be carried forward into 2022/23.



5.2.6 The total Welsh Church Acts Fund budget available for 2022/23 is **£162,935**. This consists of the annual allocation from Monmouthshire County Council (**£57,760**), unallocated sums from previous years (**£105,175**) plus an additional £80,836.45 held by Monmouthshire County Council in relation to previous underspends.

Budget 2021/22	£57,760.00
Carry forward balances	£105,175.00
Underspend held by MCC	80,836.45
<b>Total available budget 2021/22</b>	<b>£243,771.45</b>
Total 2021/22 grants awarded previously	£0.00
<b>Balance remaining</b>	<b>£243,771.45</b>

5.2.7 Between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, four applications have been received totalling **£19,047.96**. These have been approved by the Head of Financial Services & S151 Officer under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below.

Ref	Name of organisation	Description	Amount awarded
ORG22-WCF001	Libanus Lifestyle Wales CIC	Cladding in hall, fire door, shelving and roller shutter	£4,700.00
ORG22-WCF002	Blackwood RFC	Installation of flood defences	£4,415.00
ORG22-WCF003	Wattsville Community Group	Purchase of tables and chairs	£4,932.96
ORG22-WCF004	The Parish Trust	Purchase of chairs and trolleys	£5,000.00
		<b>Total</b>	<b>£19,047.96</b>

5.2.8 Between 1<sup>st</sup> April and 30<sup>th</sup> June 2022, one application was received from an individual in relation to the Welsh Church Acts Fund. A copy of this application is attached at Appendix 3, and it is recommended that these are treated as exempt from publication and Panel members consider excluding the press and public when discussing Appendix 3 during the meeting. Panel members are asked to consider the application and make a recommendation as to whether to support the applicant and if so, the level of grant to be awarded. The recommendation will then be considered and approved or otherwise by the Head of Financial Services & S151 Officer under delegated powers.

5.2.9 If the grants awarded in previous years but not yet drawn down spend to the maximum amounts allocated, there will be a balance of **£224,723.49** remaining, less any award in relation to 5.2.8 above.

### 5.3 Conclusion

The report summarises all allocations made under the Grants to the Voluntary Sector and Welsh Church Acts Fund budgets between 1<sup>st</sup> January and 31<sup>st</sup> March for the 2021/22 financial year, and between 1<sup>st</sup> April and 31<sup>st</sup> May for the 2022/23 financial year. It also asks Panel members to make recommendations in relation to a financial

assistance application that does not meet the General Criteria, and one application received in relation to the Welsh Church Acts Fund from an individual.

## **6. ASSUMPTIONS**

6.1 There are no assumptions as the 2021/22 and 2022/23 budgets have been confirmed, together with carried forward underspends from previous years.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 As this report is for information only a full Integrated Impact Assessment has not been undertaken.

## **8. FINANCIAL IMPLICATIONS**

8.1 The financial implications are those set out in the report.

## **9. PERSONNEL IMPLICATIONS**

9.1 There are no personnel implications.

## **10. CONSULTATIONS**

10.1 There are no consultation responses which have not been reflected in this report.

## **11. STATUTORY POWER**

11.1 Local Government Act 1972 and 2003 and the Council's Financial Regulations.

Author: Vicki Doyle – Policy Officer (doylevm@caerphilly.gov.uk)

Consultees: Stephen Harris – Head of Financial Services & S151 Officer (harrisr@caerphilly.gov.uk)  
Andrew Southcombe – Finance Manager (southak@caerphilly.gov.uk)  
David Roberts – Principal Group Accountant (roberda@caerphilly.gov.uk)  
Deb Gronow – Audit Group Manager (gronode@caerphilly.gov.uk)  
Kathryn Peters – Corporate Policy Manager (peterk@caerphilly.gov.uk)  
Rob Tranter – Head of Legal Services (trantrj@caerphilly.gov.uk)

Appendices:

Appendix 1 List of General Criteria

Appendix 2 Application from an organisation in relation to financial assistance which does not meet the General Criteria – 22/P001 Kids Cancer Charity

Appendix 3 Application from an individual in relation to the Welsh Church Acts Fund which is exempt from publication as it contains personal and financial information about an individual – IND22/WCF001

## Appendix 1 - General Criteria

Category	New Criteria	Value
a	OAP Association with own building	£300
b	OAP Association without own building	£150
c	Individuals (amateur) representing Wales at home	£130
c1	Individuals (amateur) representing Wales Top Up Grant	£120
d	Individuals (amateur) representing Wales abroad	£250
e	Jazz Bands	£100
f	Choirs	£100
g	Junior Sports Club (up to 50 members)	£100
g1	Junior Sports Club (over 50 members)	£200
h	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
h1	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 members)	£200
l	St John Ambulance (up to 50 members):- Cadets/Badgers	£100
j	St John Ambulance (over 50 members):- Cadets/Badgers	£200
m	Brass and Silver Bands	£400
n	Allotments	£100
o	Arts Society	£100
p	Writers Clubs	£100
q	Theatre Groups	£200
r	Community Groups	£100
s	Beekeepers Groups	£100
t	Garden Clubs	£150
u	Tenants & Residents Association	£100
v	Websites - Initial design stage only	£100
w	Pigeon Clubs	£200
x	Clubs run From Churches/Chapels	£200
y	Sports Club (up to 50 members)	£100
z	Sports Club (over 50 members)	£200
aa	Other - up to max	£400

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**CAERPHILLY COUNTY BOROUGH COUNCIL**  
 Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG  
 Tel: 01443 866391

### APPLICATION FOR FINANCIAL ASSISTANCE

The completed application should be returned to the Vicki Doyle, Policy and Partnerships Team at the above address.

Any additional information which cannot be supplied in the space provided, may be given on a separate sheet, which should be signed and dated by the applicant.

**Name of organisation (as detailed on the bank account):**

Kids Cancer Charity

**Does the organisation have a Constitution?**  
 (If yes please provide a copy)

Yes

No

**In what year was the organisation formed?**

1989

**Is the organisation a Charity/Voluntary Organisation/Other?**

Charity (please state registration number)

1113821

Voluntary organisation

Other (please state)

**Name and address of Secretary or Correspondent:**

Mrs Rosemarie Davies, Kids Cancer Charity, Perch Buildings, 9 Mount Stuart Square, Cardiff Bay, Cardiff, CF10 5

**Email address:**

rosemarie.davies@kidscancercharity.org

**Telephone no:**

02920 489 833

**Main objectives of the organisation:**

We aim to improve the quality of life for children affected by cancer, and provide emotional and practical support that compliments and adds value to the services provided by the statutory authorities, and provide their families with support through the daily struggles they endure

The children are brought to our attention by Doctors, Schools, Peadiatric Oncology Centres, Hospitals , Hospices, and other Charities

We are currently caring for 26 children and their families in the Caerphilly borough with a full range of our services which includes Compassionate Care Respite Breaks, Bereavement Support, Play Therapy, Befriending, and Teenage support Groups.

**How often does the organisation meet and where?**

The Kids Cancer Charity Service Centre is based at 62, Walter Road. Swansea. SA1 4PT  
The service centre is open 9 to 5pm unless needed by a family as an emergency then we will accommodate.

**Is membership open to all sections of the community?**  Yes  No

**Is the organisation affiliated to a local or national organisation?**  Yes  No

**If yes please state:**

**Is membership open to all sections of the community?**  Yes  No

**Is the organisation drawn from people mainly resident in the Authority's area?**  Yes  No

**Composition of membership of the organisation?**

Number of adults:

N/A

Number of juniors:  
(under 16 years)

N/A

**Scale of membership fees or subscription?**

There are no charges to the families at all

**Does the organisation have its own premises?**

Yes  No

**The Kids Cancer Charity has very recently purchased an old hospital building, which we are in the process of making it habitable for offices and our service centre to be moved there  
The new address is:**

Fairfield  
1, Waunarlwydd  
Cockett  
Swansea  
SA2 0GB

But as yet, the swansea office and family service centre remains in Walter Road Swansea, until all the work has been finished

**Amount of grant sought?**

£1,650.

**Purpose for which grant is sought?**

This amount would cover the cost for three families to have a compassionate care respite break when they need it most, when their world has fallen apart due to the diagnosis of their child. Our breaks give them something positive to look forward to, and gives the family time and space to rebuild the family unit that's been torn apart. It gives the child a break from the painful treatments they endure on a monthly and sometimes even yearly basis. It has been proved from feedback from the families the breaks give the child confidence again, and they are more ready to mix again and the whole family feels more able to carry on, and have become closer as a result.

**How much is being sought from or provided by other sources? (please provide details)**

We constantly fundraise to businesses, schools, round tables, and grant giving trusts & foundations as there is always great demand for these breaks and the total cost for these breaks is £103,600. And a break for one family £550.

**Has the organisation made an application to the authority for Financial Assistance in recent years?**

Yes  No

If yes please give result:

April 2021 £1, 650. August 2019-£1, 650. December 2017. £1, 650. December 2014 & December 2012 £500.

**Bank Account details - these must be supplied and must be in the name of the organisation. All payments will be made via bank transfer direct to this bank account.**

**Bank name:**

**Branch:**

**Sort code:**

**Account number:**

**DECLARATION**

I/we consent to the information provided on this form, and any information subsequently provided by me/us either verbally or in writing, to be processed for the purposes of the assessment of my/our request for assistance by Caerphilly County Borough Council. I/we understand that the information may be disclosed to other related organisations, and to the Council's external auditors.



I can confirm that to the best of my knowledge and belief, all answers on this application form are true and accurate. I also confirm that I am authorised to sign this agreement and to act on behalf of the organisation making this application.

**Print name:**

Rosemarie Davies

**Signature:**

\_\_\_\_\_

**Capacity in which signed:**

Development &  
Engagement Officer

**Date:**

30<sup>th</sup> May 2022

We are collecting your personal data (name, address, telephone number, e-mail address and bank account details) in order to process your application for grant funding. Should your application be successful, this information will also be used for the purposes of making payments in relation to your grant award.

If your grant application is successful, your information will be retained for a period of 6 years plus the current year and will also be accessed by the Authority's Corporate Finance and Audit Teams for the purposes of the administration of the financial affairs of the Authority and Audit purposes. If your grant application is unsuccessful, your information will be retained for a period of 2 years.

You have a number of rights in relation to your information, including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information. If you wish to make a request to see your data, or to object to the manner in which it is processed, please contact the Data Protection Officer at the Information Unit on 01443 864322.

**Please note:**

All organisations receiving financial assistance must:

- Have principles of operation which accord with legislation on employment, health and safety, racial and sexual discrimination, disability discrimination and language for employees and volunteers.
- Demonstrate an understanding of and commitment to equal opportunities concerning access, language, culture, gender and ethnic issues.

Under the Head of Corporate Finance's role as Section 151 Officer, with responsibility for the administration of the financial affairs of the Authority, all applications may be subject to review. As the authorised representative of the Section 151 Officer, the Council's Internal Audit Services must be granted access to all financial documents or records held by the applicant in relation to the approved grant funding. Any review may, if considered appropriate, include site visits to premises.

If it is found that the grant has been used for purposes other than those as stated within the application, or that any of the terms and condition of the grant have not been complied with, the Authority, at its discretion may withhold or recover part, or all of the funding.

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**GRANTS TO THE VOLUNTARY SECTOR PANEL – 14TH JULY 2022**

**PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS  
SCHEDULE 12A LOCAL GOVERNMENT ACT 1972**

**SUBJECT: APPENDIX 3 – APPLICATION FROM AN INDIVIDUAL IN RELATION TO THE WELSH  
CHURCH ACTS FUND**

**REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER**

I have considered grounds for exemption of information to be presented to the Committee and make the following recommendations to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Information relating to a particular individual(s) – paragraph 12 Schedule 12A Local Government Act 1972.  
Information relating to the financial or business affairs of any particular person – paragraph 14.

**FACTORS IN FAVOUR OF DISCLOSURE:**

There is a public interest in the way in which the Council awards its grant funding.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

The report contains detailed personal and financial information relating to a particular individual.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

That paragraphs 12 and 14 should apply. My view on the Public Interest Test is that whilst there is a need to ensure transparency and accountability of a Public Authority for decisions taken in relation to the award of grant funding, this must be balanced against the fact that these matters have not yet been concluded and there is a reasonable expectation of an individual that personal and financial information will remain private. It is considered that this outweighs the need for the information to be made public.

The information is not affected by any other statutory provision which required the information to be made publicly available.

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the press and public from the part of the meeting when it considers Appendix 3 to the report.

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

On that basis I feel that the public interest in maintaining the exemption outweighs that in disclosing the information, and that the report should be exempt.

**Signed:** 

**Date:** 4<sup>th</sup> July 2022

**Post:** Head of Legal Services and Monitoring Officer

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I accept/~~do not accept~~ the recommendation made above.

**Signed:**   
Proper Officer

**Date:** 4<sup>th</sup> July 2022

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By virtue of paragraph(s) 12, 14 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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