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

Date: 23rd November 2023

To Whom It May Concern,

A multi-locational meeting of the **Voluntary Sector Liaison Sub-Committee** will be held in Penallta House, and via Microsoft Teams on **Thursday, 30th November, 2023** at 11.00 am (or immediately following the meeting of the Voluntary Sector Liaison Committee) 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 recording on the Council website at www.caerphilly.gov.uk

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

- | | Pages |
|-------------------------------------|-------|
| 1 To receive apologies for absence. | |

A greener place Man gwyrddach



2 Declaration 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: -

3 Voluntary Sector Liaison Sub-Committee held on 25th July 2023.

1 - 2

To receive and consider the following report: -

4 Applications received outside the general criteria for the Grants to the Voluntary Sector Fund and from exceptional individuals in relation to the Welsh Church Acts Fund.

3 - 34

Circulation:

Councillors M. Chacon-Dawson, R. Chapman, Mrs P. Cook, J.E. Fussell, C.J. Gordon, T. Heron, Ms J.G. Jones, T. Parry, D.W.R. Preece, Mrs D. Price, H. Pritchard, E. Stenner, L.G. Whittle, S. Williams 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. except for discussions involving confidential or exempt items.

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VOLUNTARY SECTOR LIAISON SUB-COMMITTEE

MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON TUESDAY 25TH JULY 2023

PRESENT:

Councillor M. Chacon-Dawson – Chair

Councillors:

R. Chapman, C. Gordon, T. Heron, J. Jones, Mrs T. Parry, H. Pritchard and S. Williams.

Together with:

V. Doyle (Policy Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer) and E. Sullivan (Senior Committee Services Officer).

RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting would be live-streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items - [Click here to view](#). The Committee was advised that voting on decisions would be taken via Microsoft Forms.

1. APOLOGIES

Apologies for absence were received from Councillors P. Cook, J. Fussell, D.W.R. Preece, D. Price, E. Stenner, L. G. Whittle and W. Williams.

2. DECLARATIONS OF INTEREST

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

3. VOLUNTARY SECTOR LIAISON SUB-COMMITTEE HELD ON 8TH JUNE 2023

It was moved and seconded that the minutes of the Voluntary Sector Liaison Sub-Committee meeting held on 8th June 2023 be approved as a correct record. By way of Microsoft Forms (and in noting there were 7 for, 0 against and 1 abstention) this was agreed by the majority present.

RESOLVED that the minutes of the Voluntary Sector Liaison Sub-Committee meeting held on 8th June 2023 (minute nos. 1 – 5) be approved as a correct record.

4. PUBLIC INTEREST TEST

The Voluntary Sector Liaison Sub Committee considered the Public Interest Test and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information. By way of Microsoft Forms (and in noting there were 8 for, 0 against and 0 abstentions) this was unanimously agreed.

RESOLVED that in accordance with Section 100(4) of the Local Government Act 1972 the public be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as defined in paragraph 12 and 14 of Schedule 12A of the Local Government Act 1972.

5. APPLICATIONS RECEIVED OUTSIDE THE GENERAL CRITERIA FOR THE GRANTS TO THE VOLUNTARY SECTOR FUND AND FROM EXCEPTIONAL INDIVIDUALS IN RELATION TO THE WELSH CHURCH ACTS FUND

Following consideration of the report it was moved and seconded that the recommendations be approved. By way of Microsoft Forms (and in noting there were 8 for, 0 against and 0 abstentions) this was unanimously agreed.

The Voluntary Sector Liaison Sub Committee made a recommendation for approval in relation to the application from an individual under the Welsh Churches Acts Fund. This recommendation to be considered and approved or otherwise by the Head of Financial Services and Section 151 Officer under delegated powers.

RECOMMENDED to the Head of Financial Services and Section 151 Officer:

To approve the application from an individual in relation to the Welsh Church Acts Fund.

The meeting closed at 11.05 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 30th November 2023, they were signed by the Chair.

CHAIR



VOLUNTARY SECTOR LIAISON SUB-COMMITTEE – 30TH NOVEMBER 2023

**SUBJECT: APPLICATIONS RECEIVED OUTSIDE THE GENERAL
CRITERIA FOR THE GRANTS TO THE VOLUNTARY
SECTOR FUND AND FROM EXCEPTIONAL INDIVIDUALS IN
RELATION TO THE WELSH CHURCH ACTS FUND**

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

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1. PURPOSE OF REPORT

- 1.1 To consult with members of the Voluntary Sector Sub-committee in relation to applications received which are outside the General Criteria for the Grants to the Voluntary Sector (GTVS) Fund, or are from 'exceptional individuals' in relation to the Welsh Church Acts Fund (WCAF).
- 1.2 To seek a recommendation from Sub-committee members in relation to any applications considered, which will be reported to and approved or otherwise by the Head of Financial Services/S151 Officer under delegated powers.

2. SUMMARY

- 2.1 This report asks members of the Voluntary Sector Liaison Sub-committee to consider one application that has been received from an organisation which is outside the General Criteria for the GTVS Fund, and one application from an 'exceptional individual' in relation to the WCAF, and to make recommendations for grants to be awarded.

3. RECOMMENDATIONS

- 3.1 That the Voluntary Sector Liaison Sub-committee makes recommendations in relation to these applications. These recommendations will then be reported to 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 Since the last meeting of the VSLC Sub-committee one application has been received in relation to the GTVS Fund which is outside the General Criteria for the grant. A redacted version of the application form, which includes the reasons for the application included at Appendix 1. The applicant has also provided a letter, which is provided at the end of the document for information.
- 5.2 Members of the Sub-committee are asked to consider the application and make a recommendation on whether it should be supported, and if so, the amount of funding to be awarded. This recommendation will be considered by the Head of Financial Services/S151 Officer and approved or otherwise under delegated powers.
- 5.3 In addition, since the last meeting of the VSLC Sub-committee one application has been received from an 'exceptional individual' in relation to the WCAF. A redacted version of the application is included at Appendix 2, together with various supporting evidence.
- 5.4 Members of the Sub-committee are asked to consider this application and make a recommendation on whether it should be supported and if so, the amount of funding to be awarded. This recommendation will be considered by the Head of Financial Services/S151 Officer and approved or otherwise under delegated powers.

Conclusion

- 5.5 The report requests that members of the Sub-committee make a recommendation in relation to the two applications received, in light of the additional information provided.

6. ASSUMPTIONS

- 6.1 There are no assumptions as the 2023/24 budgets have been confirmed and funding is available if members of the Sub-committee are minded to recommend approval of the applications.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 An Integrated Impact Assessment has not been undertaken as this report deals with specific applications received from one organisation and one individual.

8. FINANCIAL IMPLICATIONS

- 8.1 There is a budget available to fund both applications if that is the recommendation of members of the Sub-committee.

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 and S151 Officer
(harrisr@caerphilly.gov.uk)
Andrew Southcombe – Finance Manager (southak@caerphilly.gov.uk)
David Roberts – Principal Group Accountant (roberda@caerphilly.gov.uk)
Mark Richards – Assistant Accountant (richama@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 and Monitoring Officer
(trantrj@caerphilly.gov.uk)

Appendices:

Appendix 1 Application from an organisation outside the General Criteria for the GTVS Fund

Appendix 2 Application from an 'exceptional individual' in relation to the WCAF

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CAERPHILLY COUNTY BOROUGH COUNCIL
 Policy & Partnerships Team, Penallta House, Tredomen Park, Ystrad Mynach,
 Hengoed, CF82 7PG Tel: 01443 866391 E-mail: communitygrants@caerphilly.gov.uk

GRANTS TO THE VOLUNTARY SECTOR FUND - ORGANISATIONS

The completed application should be returned via e-mail to communitygrants@caerphilly.gov.uk, or to the 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 an adopted constitution?

Yes (please provide a copy) No

What year was the organisation formed?

1989

What is the organisation type?

Charity (state registration number) Voluntary/community organisation

1118321

Other type of organisation (please state)

Name and address of main contact for application:

Mrs. Rosemarie Davies, [REDACTED]

E-mail address:

[REDACTED]

Contact telephone number:

[REDACTED]

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

Our Objectives are :

To promote our charity to enable us to reach as many potential service users as possible.

To listen to what a family wants and help them to achieve their goals whenever possible.

To adopt a child/family centred, non-judgemental approach in all aspects of our work.

To provide stress-free holidays, which are appropriate and personalised for each family.

To liaise with health professionals on behalf of the families.

To establish a network of outside agencies to compliment the services we offer to families.

To provide professional Play Therapy to children to help them communicate their thoughts, worries and feelings.

To offer confidential support.

To provide appropriate bereavement support for parents and children.

To maintain detailed and accurate records of all income and expenditure.

To actively seek sufficient funding to ensure the continuance of our services.

How often does the organisation meet and where?

We work Monday to Friday, and weekends where necessary.

Is membership of the organisation open to all sections of the community?

Yes No

Is the organisation affiliated to a regional or national organisation?

Yes (please state organisation) No

We are a small national charity helping children and families all over the UK but only have one office in Swansea.

Is the membership of the organisation drawn mainly from residents of the Council's area?

Yes No

Composition of the membership of the organisation:

Number of adults?

12

Number of juniors (under 16 years)?

Amount of membership fees or subscriptions?

N/A

Does the organisation own its own premises?

Yes No

Amount of grant sought? (please refer to Appendix 1 for General Criteria amounts)

£2,000

Purpose for which grant is sought?

We are helping 8 families in Caerphilly that has a child affected by cancer, the grant will allow four of the families to have a respite break.

The Kids Cancer Charity supports children and their families when the child is affected by cancer, we provide therapy sessions and another form of therapy respite breaks. The families can go to Lydstep on the Welsh west coast, Porthmadog in North Wales, the New Forest or Burnham on Sea, all in the UK, plus we send families to Disneyland Paris and finally Disneyworld Florida.

The families are normally at rock bottom when they're brought to our attention, the child will have endured many months of painful treatments, while the rest of the family's world has been blown apart, siblings normally will stay with grandparents, friends or even neighbours while mum will usually stay at the hospital while dad returns to work.

The respite breaks afford time to be all together, creating precious memories, recharging batteries and just relaxing. We source tickets to local attractions for the families to have fun should they wish and are able.

The breaks cost £500 to stay in the UK, £750 To go to Disneyland Paris & £1250 to go to Disneyworld Florida.

Thank you so much for your previous support, we'd be thrilled if you could possibly help us again.

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

We have appealed to companies in Caerphilly, as yet we have received no support. We continuously appeal to companies, schools, clubs and grant giving trusts and foundations.

Has the organisation made an application to the Grants to the Voluntary Sector Fund in the last five years?

Yes (please give result) No

We received a grant in 2021 & 2022, both successful £1650

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

Name and address of bank:

[Redacted]

Sort code:

[Redacted]

Account number:

[Redacted]

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:

Community Engagement Officer

Date:

23.10.23

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.

General Criteria for Financial Assistance

Category	Criteria	Amount (£)
A	Organisation or Association owning a building	360
B	Organisation or Association not owning a building	200
C	Sports Club (up to 50 members)	200
D	Sports Club (over 50 members)	300
E	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (up to 50 members)	200
F	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (over 50 members)	300
G	Brass and Silver Bands	480
H	Arts Groups e.g. Jazz Bands, Choirs, Arts Societies, Writers Clubs, Theatre Groups etc.	200
I	Environment Groups e.g. Allotments, Beekeepers Groups, Gardening Clubs, Tenants & Residents Associations, Pigeon Clubs etc.	200
J	Other Community Groups	200
K	Individuals (amateur) representing Wales within the UK	200
L	Individuals (amateur) representing Wales outside the UK	300
M	Individuals (amateur) representing Wales Top-up Grant	100



Kids Cancer Charity

Caerphilly Council

Dear Councillors

23rd October 2023

I would like to take a moment of your time please, to thank you for the fabulous support & generosity that everyone from the Caerphilly Council has shown to the Kids Cancer Charity in the past. You have been incredibly kind, and extremely generous helping your local children affected by cancer and their families, we would be thrilled if you could possibly help us to them again, please, we are currently helping 8 children and their families in Caerphilly.

The families are normally at rock bottom when they have a respite break, their world torn apart with a diagnosis of cancer in their child. The family will be split as one parent normally stays with the child in hospital, while the other will need to return to work, and any siblings just don't understand what's going on, and why they are having to stay at grandmas, friends or even neighbours, and not forgetting the sick child will often endure months of painful treatments, and very likely years. If the child is terminal the family might want a final break away on their own.

Our respite breaks are usually the first thing the families can look forward to in a long time, and the breaks are designed to give the families precious time together, to re-build their bonds, and just be a normal family again, although all local hospitals have been alerted to their presence just in case, and support is on hand should it be needed. The families will be staying right on the beach as our mobile homes are in prime positions, on the Welsh Coast, & the families have access to all the entertainment provided by the Haven Parks, plus we source tickets for the local attractions so the family can have a wonderful time.

Due to feedback we gain from the families, these breaks are crucial to their wellbeing, as they help to re-build relationships, the sick child usually feels more confident and finds it easier to mix with other children, and more amenable to continue treatments

Our services include: Play Therapy; Bereavement Counselling; Befriending; Support Groups; Compassionate Care Respite Breaks UK and Disneyland Florida Dream Experience & Disneyland Paris Dream Experience.

These breaks cost £500 to send one family away to the UK, any amount towards this would go such a long way, it would be wonderful if you could help please.

Yours Sincerely

Rose

Rosemarie Davies: [REDACTED]

Community Engagement Officer

Charity Registration Number : 1113821

Charity Registration Number: 1113821 and company limited by guarantee No: 5536898

Registered Office: [REDACTED] Tel: [REDACTED]

Website: www.kidscancercharity.org E-mail: [REDACTED]



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VOLUNTARY SECTOR LIAISON SUB-COMMITTEE – 30TH NOVEMBER 2023

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

SUBJECT: APPENDIX 2 – WELSH CHURCH ACTS FUND – APPLICATION FROM INDIVIDUALS

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:

Paragraph 12 – Information relating to a particular individual(s).

Paragraph 14 – Information relating to the financial or business affairs of any particular person.

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.

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: 13/11/23

Post: Head of Legal Services and Monitoring Officer

I accept the recommendation made above.

Signed:



Date: 13/11/23

Proper Officer

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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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