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For all enquiries relating to this agenda please contact Kim Houghton  
(Tel: 01443 864267 Email: [houghtk@caerphilly.gov.uk](mailto:houghtk@caerphilly.gov.uk))

**Date: 27th February 2019**

Dear Sir/Madam,

A meeting of the **Grants to the Voluntary Sector Panel** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 6th March, 2019** 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 if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

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

**Christina Harrhy**  
INTERIM CHIEF EXECUTIVE

## AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

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Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



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 receive and note the following minutes:-

- 3 Grants to the Voluntary Sector Panel held on 21st November 2019 1 - 2

To receive and consider the following report(s) from the Head of Corporate Finance & Section 151 Officer: -

- 4 Welsh Church Acts Fund - Changes to Criteria 3 - 20
- 5 Receive Applications for Financial Assistance 21 - 34

**Circulation:**

Councillors J. Taylor, C. Andrews, L.J. Binding, M. Davies, A. Farina-Childs, A. Gair, R.W. Gough (Vice Chair), D.T. Hardacre, A.G. Higgs, L. Jeremiah, Mrs G.D. Oliver (Chair), Mrs A. Leonard, D.W.R. Preece, R. Saralis and A. Whitcombe

And Appropriate Officers

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## GRANTS TO THE VOLUNTARY SECTOR PANEL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK  
ON WEDNESDAY, 21ST NOVEMBER 2018 AT 5.00 PM

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### PRESENT:

Councillor Mrs G. Oliver - Chair  
Councillor R. Gough - Vice Chair

### Councillors:

Mrs C. Andrews, M. Davies, D. Hardacre, L. Jeremiah, D.W.R. Preece, R. Saralis, J. Taylor and A. Whitcombe.

### Together with:

D. Roberts (Principal Group Accountant - Financial Advice and Support), V. Doyle (Policy Officer) and K. Houghton (Committee Services Officer).

### 1. APOLOGIES

Apologies for absence had been received from Councillors L. Binding, A. Farina-Childs, Ms A. Gair, A. Higgs, Mrs A. Leonard and R. Saralis.

### 2. DECLARATIONS OF INTEREST

Councillor M. Davies declared an interest in Agenda item 4 (Applications for Financial Assistance) Appendix 1. Details of the declaration are recorded with the relevant item.

### 3. MINUTES – 25TH JULY 2018

The minutes of the Grants to the Voluntary Sector Panel held on 25th July 2018 (minute nos. 1 – 7) were received and approved as a correct record.

### 4. APPLICATIONS FOR FINANCIAL ASSISTANCE

Councillor M. Davies declared an interest in Appendix 1 Application 18/P003 Crumlin Christmas Lights, as he has been involved in the organisation of the Christmas lights therefore the applicant and associated stakeholders are known to him and as a result did not participate in the voting.

#### 4.1 Grants to the Voluntary Sector Budget

Members noted the budget available for 2018-2019 is £148,151.01, which included the estimated reduction for Discretionary Rate Relief (£171,689.00) and budget carried forward from 2017-2018 (£140,507.01). If all awards in the report are agreed the remaining budget

would be £131,501.01.

- 4.2 Members were asked to consider the applications listed in Appendix 1 to the report and to make appropriate recommendations to the Head of Corporate Finance and Section 151 Officer for approval.

In the course of the Members consideration of Application 18/P002 – Panuel Chapel, Rhymney, concerns were raised that the application was for specific costs relating to insurance and it was proposed that the grant be awarded for general running costs and this was agreed by the majority present.

RECOMMENDED that the following applications for financial assistance be referred to the Head of Corporate Finance and Section 151 Officer for approval under delegated powers:-

(a)	Panuel Chapel, Rhymney	£200.00 (for running costs)
(b)	Crumlin Christmas Lights	£0.00
(c)	St Andrew's Church Penyrheol	£275.00

- 4.3 Applications for Financial Assistance: General Criteria Awards

Members noted the applications received since the last meeting totalling £3,140.00, as listed in Appendix 2, which are in accordance with the agreed criteria and to be processed by officers.

- 4.4 Welsh Church Act Fund

Monmouthshire County Council have advised that the allocation of £61,600.00 is available for 2018-19 and the underspends from previous years totalling £263,239.89 could be carried forward, resulting in a total available budget for 2018/19 of £324,839.00. Members noted that at the last meeting awards totalling £59,202.33 were reported as being allocated to new projects in 2018/19. Since then a number of approved projects had submitted their claims or expenditure, with 3 projects spending less than the amount originally allocated being a total sum of £2502.39. This amount has been re-absorbed back into the funding pot to be used for other projects. Therefore the sum available is £268, 139.95.

In discussing the allocation of the Welsh Church Act Fund, Officers reminded the Panel that the revised criteria for awarding grants was introduced with effect from the 1st April 2018 however Members were also advised that the Welsh Church Fund will need to be reviewed and the criteria adjusted, given that a larger amount of funding had reached communities and organisations this financial year, and a report on this would likely be produced in Spring 2019.

Members noted the applications received since the last meeting that meet the Welsh Church Act Fund criteria, as outlined in Appendix 3 of the report, which totalled £101,143.49.

The meeting closed at 5.48 p.m.

Approved and signed as a correct record subject to any amendments agreed and recorded in the minutes of the next meeting.

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CHAIR



## GRANTS TO THE VOLUNTARY SECTOR PANEL – 6TH MARCH 2019

**SUBJECT: WELSH CHURCH ACTS FUND – CHANGES TO CRITERIA**

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

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

- 1.1 To consult with Panel Members on proposed changes to the criteria for the Welsh Church Acts Fund, and the introduction of formal criteria relating to how the grant scheme is operated within Caerphilly County Borough Council.
- 1.2 A Draft Cabinet Report has been prepared which describes the changes proposed and the rationale for the various changes. The Grants to the Voluntary Sector Panel are being consulted before a final report is considered by Cabinet on 27th March 2019. The draft Cabinet report and supporting documents are attached at Appendix 1 to this report.

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

Consultees: Stephen Harris – Interim Head of Business Improvement Services (harrisr@caerphilly.gov.uk)  
Nicole Scammell – Head of Corporate Finance (scammn@caerphilly.gov.uk)  
Andrew Southcombe – Finance Manager (southak@caerphilly.gov.uk)  
David Roberts – Principal Group Accountant (roberda@caerphilly.gov.uk)  
Huw Jones – Senior Auditor (joneshd@caerphilly.gov.uk)  
Kathryn Peters – Corporate Policy Manager (peterk@caerphilly.gov.uk)

Appendices:

Appendix 1 Draft Cabinet Report on proposed changes to the Welsh Church Acts Fund

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## CABINET – 27TH MARCH 2019

**SUBJECT: WELSH CHURCH ACTS FUND**

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

### 1. PURPOSE OF REPORT

- 1.1 To recommend to Cabinet a number of changes to the operation of the Welsh Church Acts Fund (WCAF). The WCAF was established on 1<sup>st</sup> April 1996 from the former Gwent Fund and part of the former Mid Glamorgan Fund. The Fund covers the administrative areas of Blaenau Gwent, Caerphilly, Newport, Torfaen and Monmouthshire, with Monmouthshire being designated as the Lead Authority.

### 2. SUMMARY

- 2.1 The report will consider two key changes to how the WCAF is currently operated:
- The upper limit on the grant available to applicant organisations; and
  - The introduction of formal criteria in relation to the grant scheme to ensure that applicants are fully aware of how the scheme is operated within Caerphilly County Borough Council.
- 2.2 Each of these changes will be discussed in detail in the report that follows, together with the rationale for the proposed changes.

### 3. RECOMMENDATIONS

- 3.1 Cabinet approves the revised upper limit of £5,000 for applications to the WCAF grant scheme, with effect from 1<sup>st</sup> April 2019.
- 3.2 Cabinet approves the introduction of Caerphilly County Borough Council criteria for the operation of the WCAF grant scheme, with effect from 1<sup>st</sup> April 2019.

### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the WCAF grant scheme is operated effectively, and benefits the communities of Caerphilly county borough.

### 5. THE REPORT

- 5.1 Cabinet will recall that at their meeting of 28<sup>th</sup> March 2018 a report was considered on proposed changes to the WCAF. Caerphilly County Borough Council receives an annual

allocation from Monmouthshire County Council of circa £62k. This allocation had not been spent in full for a number of years, leading to an unallocated balance of £263k to be carried forward to the 2018/19 financial year. Therefore, the total budget available for 2018/19 was £324,839.89.

- 5.2 The criteria that were applied when considering applications to the grant scheme prior to 2018/19 were as follows:
- i) A grant of no more than £2,000 to be given to partly fund projects of £6,000 and over
  - ii) Smaller projects less than £6,000 be grant aided up to a third of the total cost
  - iii) All organisations receiving grants produce the necessary financial records to show the expenditure has been incurred
  - iv) No organisation to apply in consecutive years
- 5.3 The Grants to the Voluntary Sector Panel had raised concerns for some time regarding the high level of balances being carried forward for the WCAF. Therefore, revised criteria were proposed to increase the upper limit of funding available, in order to utilise the carried forward underspend identified in 5.1. At the Cabinet meeting on 28<sup>th</sup> March 2018 it was agreed that the criteria be amended to the following:
- i) Applications of up to £5,000 to be fully grant funded;
  - ii) Applications above £5,000 to be subject to a grant rate of 75% on the sum in excess of £5,000 (e.g. an application requesting £8,000 that meets the criteria would receive £7,250 - £5,000 plus 75% of £3,000)
  - iii) The maximum grant payable to be £10,000
  - iv) The grants process be reviewed to expedite payments wherever possible and that options be explored for publicising the funding more widely
  - v) The number of quotes/estimates to be provided with applications be reduced to two for grant applications under £5,000 and three for applications over £5,000
  - vi) Grants should be restricted to community organisations and community based projects in the first instance and that this position is reviewed in 12 months
  - vii) Grants cannot be applied for in consecutive years
  - viii) The maximum time period in which a grant awarded can be claimed is 18 months
- 5.4 The revised criteria have been in operation since 1<sup>st</sup> April 2018. Responsibility for administering the WCAF moved from Corporate Finance to the Corporate Policy Unit on 1<sup>st</sup> May 2018.
- 5.5 Additional publicity has been undertaken to raise awareness of the grant scheme, in particular the increased upper limit that is available to projects and that projects of up to £5,000 can now be grant funded in full. This has led to a significant increase in interest in the WCAF, and since 1<sup>st</sup> April 2018, 39 individual projects have been approved totalling £191,264.39, with a number of other projects still in the pipeline. As stated in 5.1, the budget available for 2018/19 is £324,839.89, including underspends carried forward. Therefore, the unallocated amount currently remaining is £133,575.50.
- 5.6 As the amount of funding available in the budget has reduced substantially during the course of the financial year, it is likely that the remaining budget will be fully allocated in the near future. In future financial years the annual budget allocation from Monmouthshire County Council is likely to be circa £62k, although this amount is dependent on the investments of the overall WCAF.
- 5.7 Therefore, it is suggested that now would be a suitable time to revisit the upper level of grant that can be offered, in order to maximise the number of grants that can be supported and the benefits to our local communities. It is proposed that the grant criteria are revised so that the maximum grant available under the WCAF is £5,000, at a grant rate of up 100% as



appropriate. Projects with a total cost of over £5,000 would still be eligible for a grant of up to £5,000, but would need to seek match funding from other sources or their own funds. It is proposed that this change in criteria be implemented from 1<sup>st</sup> April 2019.

- 5.8 A further issue that needs to be addressed is the criteria relating to the WCAF and how it is used to support the scheme operated by the authority. As stated previously, the Corporate Policy Unit took over responsibility for the WCAF on 1<sup>st</sup> May 2018. The grant scheme had previously been the responsibility of Corporate Finance, who had administered the grant scheme since the authority was established on 1<sup>st</sup> April 1996. During discussions between officers of the two teams during the handover process, it was established that the WCAF has previously only been used for capital type activity e.g. works to land or buildings, purchase of equipment etc. However, the general criteria that apply to the WCAF are much wider (see Annex A for full list), and includes:
- i) The advancement of education
  - ii) Libraries, museums, art galleries etc.
  - iii) The relief of poverty
  - iv) The advancement of religion
  - v) Other purposes beneficial to the community
  - vi) Aesthetic, architectural, historical and scientific matters
  - vii) Medical and social research, treatment etc.
  - viii) Probation etc.
  - ix) People who are blind or visually impaired
  - x) Emergencies or disasters
  - xi) Other charitable organisations
- 5.9 Whilst the general criteria is wide ranging in nature, it does state that they are 'Charitable purposes for which the Fund may be applied', and therefore there is no requirement for the Council to offer grants under the WCAF for all of these categories. Historically, awards have been made in relation to categories (iv) The advancement of religion and (v) Other purposes beneficial to the community. In addition to this, at its meeting of 28<sup>th</sup> March 2018, Cabinet made a decision that 'grants should be restricted to community organisations and community based projects in the first instance and that this position should be reviewed in 12 months' time'.
- 5.10 Therefore, it would now appear timely to agree formal criteria under which the WCAF is operated by the Council, which can be shared with potential applicants prior to an application being made. In addition to this, a small number of applications have been received from individuals in relation to educational and other activities in the current financial year, which have not been approved, as to do this would contravene the decision made by Cabinet as referred to in 5.3. The majority of local authorities in Wales each have their own locally agreed criteria which describes how the WCAF is administered in that area, including what cannot be funded.
- 5.11 Annex B provides the proposed formal criteria for the WCAF moving forward. This document reinforces that the fund is primarily aimed at supporting churches, chapels, places of public worship, community organisations and charities operating in Caerphilly county borough. In addition, it states that the fund will support these organisations in the form of capital grants for the repair or refurbishment of buildings and the purchase of equipment to support the aims of the organisation and meet the identified needs of the local community.
- 5.12 The proposed formal criteria states clearly that the following items cannot be funded:
- Usual running costs of any organisation e.g. rent, utilities, insurance etc.
  - Any other revenue costs including the employment of staff, training etc.
  - Items for a one off or annual use and/or seasonal items

- Retrospective costs for any project i.e. costs for work already undertaken or equipment and/or materials that have been purchased or ordered prior to a formal grant offer being made and the Terms & Conditions of the grant being signed and submitted. If using a tender process, tenders cannot be awarded prior to a grant approval being made
- This list is indicative only and is not exhaustive

- 5.13 It is proposed, in response to a number of enquiries during the financial year, that the criteria are widened to allow applications from individuals in relation to 'the advancement of education' as detailed above. It is proposed that limited support would be provided for 'exceptional individuals' as a one-off grant of up to £1,500. It would be for the Panel to decide what is meant by 'exceptional', but applications could relate to sporting or academic pursuits, or other activities. All applications from individuals would be reported to the Grants to the Voluntary Sector Panel for consideration, and the Panel would make a recommendation on which applications should be supported and the amount of funding to be awarded. These recommendations would be considered and approved as appropriate by the Head of Corporate Finance under delegated powers.
- 5.14 It is worth iterating at this point that in the case of the authority, the amount of funding that has been available in the current financial year is a unique position due to underspends in previous years, and it is likely that these underspends will be allocated in full very soon. Moving forward, the budget available each financial year will then revert back to the allocation from Monmouthshire County Council of circa £62k.
- 5.15 Therefore, Officers recommend that Cabinet approves the proposed formal criteria for WCAF as detailed in Annex B.

#### 5.16 **Conclusion**

The report summarises the key changes that are proposed to the current criteria for the WCAF, which will ensure that the grant scheme continues to operate efficiently and benefits the communities of Caerphilly county borough.

### 6. **ASSUMPTIONS**

- 6.1 The report makes the assumption that in future the authority will continue to receive an allocation from Monmouthshire County Council of circa £62k in order to continue the operation of the WCAF.

### 7. **LINKS TO RELEVANT COUNCIL POLICIES**

#### 7.1 Corporate Plan 2018-2023

- 7.1.1 The report supports Objective 5 of the Corporate Plan 2018-2023 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle within the Well-being of Future Generations (Wales) Act 2015.
- 7.1.2 Applications from individuals to the Grants to the Voluntary Sector budget enable them to represent the county borough at a Wales or UK level or abroad, in their chosen sporting field. Taking part in sports will enable these individuals to be physically active and help to ensure that they lead healthy lifestyles.
- 7.1.3 Voluntary and community sector organisations make an important contribution to public service provision across the county borough. Grants offered to these organisations via the Grants to the Voluntary Sector budget and the Welsh Church

Acts Fund will help to ensure that they are able to provide the services required by residents within our local communities. This will ensure that residents are able to look after their own health and well-being.

## **8. WELL-BEING OF FUTURE GENERATIONS**

- 8.1 Voluntary and community sector organisations make an important contribution to public service provision across the county borough and are key participants in the 'Caerphilly We Want' Well-being Plan published on 3<sup>rd</sup> May 2018 under the Well-being of Future Generations (Wales) Act 2015. The Well-being Plan has four priorities – Positive Change, Positive Start, Positive People and Positive Places.
- 8.2 This report links to the following Well-Being Goals within the Well-Being of Future Generations (Wales) Act 2015:
- A prosperous Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
- 8.3 Grants awarded via the WCAF contribute to the following Well-Being Goals for Wales:-
- A prosperous Wales – grants offered to the voluntary and community sector will help these organisations and the buildings they own and manage to become more financially sustainable, and help them to provide much needed services to their local communities.
  - A healthier Wales – providing opportunities for residents to receive local services that are suited to their needs will help to improve their physical and mental well-being.
  - A more equal Wales – providing local services in community settings will help to ensure that residents are able to fulfil their own potential, regardless of their background or personal circumstances.
  - A Wales of cohesive communities – community buildings are often at the heart of the local community, which helps to ensure that our communities can thrive and there is a focal point where residents can come together.
  - A Wales of vibrant culture and thriving Welsh language – the activities that are provided by the community and voluntary sector encourage residents to participate in the arts, sports and recreational activities.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 There are no direct equalities implications arising from this report so no Equality Impact Assessment has been undertaken.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The recommendations outlined in the report will ensure that the budget available for the WCAF is spent in accordance with agreed criteria, and ensure that the Council does not exceed the amount of budget available via the annual allocation from Monmouthshire County Council.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 There are no personnel implications.

**12. CONSULTATIONS**

12.1 The views of consultees will be incorporated into the report before it is considered by Cabinet.

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### 13. STATUTORY POWER

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

Author: Vicki Doyle, Policy Officer [doylevm@caerphilly.gov.uk](mailto:doylevm@caerphilly.gov.uk)

Consultees: Stephen Harris – Interim Head of Business Improvement Services  
([harrisr@caerphilly.gov.uk](mailto:harrisr@caerphilly.gov.uk))  
Nicole Scammell – Head of Corporate Finance ([scammn@caerphilly.gov.uk](mailto:scammn@caerphilly.gov.uk))  
Andrew Southcombe – Finance Manager ([southak@caerphilly.gov.uk](mailto:southak@caerphilly.gov.uk))  
David Roberts – Principal Group Accountant ([roberda@caerphilly.gov.uk](mailto:roberda@caerphilly.gov.uk))  
Huw Jones – Senior Auditor ([joneshd@caerphilly.gov.uk](mailto:joneshd@caerphilly.gov.uk))  
Kathryn Peters – Corporate Policy Manager ([peterk@caerphilly.gov.uk](mailto:peterk@caerphilly.gov.uk))  
Grants to the Voluntary Sector Panel

Appendices:

Annex A Welsh Church Act Fund – The charitable purposes for which the Fund may be applied  
Annex B Welsh Church Act Fund – Caerphilly County Borough Council Application Criteria

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## The Charitable purposes for which the Fund may be applied

### The Advancement of Education

#### **Educational**

1. The provision of benefits which are not readily available from other sources for persons of any age in one or more of the following ways:
  - (i) The award of scholarships, bursaries, loans or maintenance allowances to enable or to assist study at any school, university or other place of learning, approved by the Council, which may if the Council think fit include allowances to dependents.
  - (ii) The provision of financial assistance, outfits, clothing, tools, instruments, other equipment, or books or loans to enable pupils or students on leaving school, university or any other educational establishment to prepare for, or to assist their entry into a profession, trade or calling.
  - (iii) The award of scholarships or maintenance allowances or loans to enable beneficiaries to travel abroad to pursue their education.
  - (iv) The provision, or assistance towards the provision of facilities of any kind not normally provided by a local education authority, or a grant maintained school, for recreation, social and physical training at a school, university or other educational establishment.
  - (v) The provision of financial assistance to enable beneficiaries to undertake apprenticeships.

#### **Libraries, museums, art galleries etc.**

2. The advancement of knowledge and appreciation of the arts and literature of Wales and, in particular, in furtherance of those purposes but without prejudice to the generality thereof:
  - (i) The establishment, maintenance, replenishment or aiding of charitable institutions, libraries, museums, art galleries; or art, scientific or industrial exhibitions (including exhibitions relating to industrial archaeology); whether national or local, for the principal use and benefit of the Welsh people.
  - (ii) The assistance of charitable societies for study and research in subjects connected with Welsh history, topography, literature and life.
  - (iii) The provision of lectures, exhibitions and equipment.
  - (iv) The acquisition, preservation and publication of records and documents.
  - (v) The provision of suitable premises (by erection, purchase, lease or hiring for occasional use) for any of the purposes authorised by this paragraph.

### The Relief of Poverty

#### **Relief in need**

3. The relief either generally or individually of persons who are in conditions of need, hardship or distress by the making of grants of money or the provision of, or payment for,

items, services or facilities calculated to reduce the need, hardship or distress of such persons.

### **The Advancement of Religion**

#### **Places of worship and burial grounds**

4. The contribution towards the restoration and maintenance of any place of public worship or any burial ground.

### **Other Purposes Beneficial to the Community**

#### **Relief in sickness**

5. The relief in cases of need of persons who are sick, convalescent, disabled, handicapped or infirm by the provision of, or payment for, items, services or facilities which are calculated to alleviate the suffering or assist the recovery of such persons, but which are not readily available to them from other sources.

#### **Elderly persons**

6. The provision, or assisting in the provision of accommodation for elderly persons who by reason of the infirmities and disabilities of age have need of such reception, care and attention. The provision of funds to organisations promoting the welfare of elderly persons.

#### **Social and recreational**

7.
  - (1) The provision of, or assisting in the provision of, facilities for recreation or other leisure time occupation being facilities which are available to the members of the public at large and which are provided in the interests of social welfare with a view to improving the conditions of life of the persons for whom they are intended and, in particular, in furtherance of those purposes but without prejudice to the generality thereof, the provision of, or assisting in the provision of, playing fields, other sporting facilities, parks, open spaces and centres or halls for meetings, lectures or classes.
  - (2) Sub-paragraph (1) is intended, in particular, to be concerned with the provision of, or assisting in the provision of, facilities etc. to persons in need by reason of their youth, old age, infirmity or disablement, poverty or social and economic circumstances.

#### **Aesthetic, architectural, historical and scientific matters**

8. The advancement of the education and public benefit of the Welsh people by promoting their interest in aesthetic, architectural, historical or scientific matters relating to Wales and in particular in furtherance of those matters but without prejudice to the generality thereof:
  - (a) The acquisition and preservation of –
    - (i) Land of special interest in relation to science and natural history.
    - (ii) Land, buildings or objects of beauty or of historic or architectural interest.
  - (b) The acquisition, preservation and publication of records and documents of historic interest.



**Medical and social research, treatment etc.**

9. The preservation and protection of the physical and mental health of society and, in particular, in furtherance of those purposes but without prejudice to the generality thereof:
- (a) The advancement of education in the theory and practice of medicine.
  - (b) The promotion of medical and social research and schemes for the prevention and treatment of disease and publishing the results of such research.
  - (c) The provision of nursery and convalescent homes and hostels.

**Probation etc.**

10. Making grants in cases of need for the assistance of:
- (a) Persons placed on probation, or children and young persons from community homes or any other institution of a substantially similar nature established under statutory authority.
  - (b) The families of any such persons, children or young persons.
  - (c) Discharged prisoners.

**People who are Blind or Visually Impaired**

11. Provision for the welfare of persons who are blind or visually impaired, including the provision of charitable homes and holiday homes.

**Emergencies or disasters**

12. The contribution towards the alleviation of the effects of emergencies or disasters involving destruction of or danger to life, and property and directly assisting persons in need as a result of such emergencies and disasters.

**Other charitable organisations**

13. Contributions towards charitable organisations, the purposes of which are consistent with the provisions of this Scheme or the Welsh Church Acts 1914 to 1945.

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## **Welsh Church Acts Fund - Application Criteria**

### **Purpose of the Grant**

The Welsh Church Acts Fund is available to churches, chapels, places of public worship, community organisations and charities operating in Caerphilly county borough. It provides support to these organisations in the form of capital grants for the repair or refurbishment of buildings and the purchase of equipment to support the aims of the organisation and meet the identified needs of the local community. It is intended that projects supported will have a lasting effect on the communities in which these organisations and buildings are located. In addition, limited support may be provided for 'exceptional individuals' in relation to the advancement of education.

### **INDIVIDUALS**

#### **What can be funded?**

Applications may be accepted from 'exceptional individuals' in relation to the advancement of education. Applicants will be required to provide evidence of what makes them 'exceptional' and what purpose any grant would be used towards. Applications can be made for a maximum of £1,500.

#### **When can an application be submitted?**

The grant scheme opens on 1<sup>st</sup> April each year and applications can be submitted at any time. Limited funding is available and there is no guarantee that any application submitted will be supported. Applicants will be informed of the outcome of their application in approximately 4-6 weeks after submission.

Applications from individuals are one-off in nature, and no subsequent applications will be accepted from the same individual.

#### **How will applications be assessed?**

The Grants to the Voluntary Sector Panel will consider all applicants from individuals and make recommendations to the Head of Corporate Finance in relation to which applications should be supported and the level of grant to be awarded. The Panel will decide whether an application is 'exceptional' in nature.

#### **Evidence of costs**

Individuals will be required to provide documentary evidence of the costs to support their grant application.

#### **Payments**

Payment will be made via BACS transfer to the bank account details provided on the application form.

## ORGANISATIONS

Community projects must be managed by a non-profit organisation based within Caerphilly county borough, of one of the following types:

- (i) Churches and chapels or other places of public worship with an adopted constitution
- (ii) Unincorporated voluntary/community organisation or club with an adopted constitution or rules
- (iii) Charities or Charitable Incorporated Organisations (CIOs) registered with the Charities Commission
- (iv) Community organisations who are Companies Limited by Guarantee (CLG) with no share capital and are registered with Companies House
- (v) Community Interest Companies (CICs) which are not established or conducted for private gain: any surplus or assets are used exclusively for the benefit of the community

**Please note: All organisations must have their own bank account in the name of the organisation.**

The following types of organisations will not be funded:

- (i) Any commercial/trading or profit-making organisations where the profits are shared amongst the Directors or members
- (ii) This list is not exhaustive

### What can be funded?

- (i) The restoration or maintenance of any place of public worship and community or village halls
- (ii) Organisations working to address disadvantage for people on low incomes or those who are sick or disabled
- (iii) The provision of services or facilities by organisations promoting the welfare of elderly persons
- (iv) The provision of facilities for recreation or other leisure time occupation which are available to members of the public at large, with a view to improving the lives of individuals. This can include the provision of playing fields, sporting facilities, parks, open spaces and centres/halls for meetings, lectures, classes or training
- (v) The advancement of the education and public benefit of residents by promoting their interest in aesthetic, architectural, historical or scientific matters relating to Wales

Applicants will be required to evidence the need for their project or activity and the lasting benefits it will provide for the local community.

### What cannot be funded?

The following cannot be funded:

- (i) Usual running costs of any organisation e.g. rent, utilities, insurance etc.
- (ii) Any other revenue costs including the employment of staff, training etc.
- (iii) Items for a one off or annual use and/or seasonal items

- (iv) Retrospective costs for any project i.e. costs for work already undertaken or equipment and/or materials that have been purchased or ordered prior to a formal grant offer being made and the Terms & Conditions of the grant being signed and submitted. If using a tender process, tenders cannot be awarded prior to a grant approval being made
- (v) This list is indicative only and is not exhaustive

### **When can an application be submitted?**

The grant scheme opens on 1<sup>st</sup> April each year and applications can be submitted at any time. Limited funding is available and there is no guarantee that any application submitted will be supported. Applicants will be informed of the outcome of their application in approximately 4-6 weeks after submission.

Applicants cannot apply for further grants in successive years i.e. if a successful application is made in 2018, the applicant cannot make a further application until 2020 at the earliest.

### **How much can be applied for?**

The maximum grant available to any organisation is £5,000. Approved projects where the total cost is less than £5,000 can be awarded a grant of up to 100% of the project costs. Larger projects (costing over £5,000) can receive a grant of up to the maximum amount.

### **Estimates/quotes**

Applicants must submit comparable estimates/quotes to support their application. For projects where the total project cost is under £5,000 we require two written estimates/quotes. For projects where the total project cost is £5,000 or over we require three written quotes/estimates. Applicants must ensure that all costs are inclusive of VAT where appropriate.

Estimates/quotes must be itemised, detailed and comparable (in terms of measurements, rates, quantities, specification etc.). They must also detail VAT where applicable and include the VAT number for VAT registered organisations.

Any grant offered is made on the basis of the cheapest quote provided. Applicants can choose a more expensive supplier or contractor to complete the work or provide goods/services, but this will be at the applicants' cost.

### **Payments**

For approved applications, payment is made on the submission of invoices and copies of bank statements showing the payment being made to the named supplier or contractor. All payments are made to the applicant and no payments can be made to third party organisations. All payments will be made via BACS transfer to the applicant organisation's bank account.

Staged payments can be made in exceptional circumstances where the organisation does not have the necessary funds to pay for the project in full. These payments will still require the submission of invoices and bank statements.

## **Project timescales**

All approved projects must be completed within 18 months of the date of the formal offer letter. The funding for any projects not completed within this timescale will be automatically withdrawn.

## **CONTACT**

For more information or if you have any queries, please contact Vicki Doyle, Corporate Policy Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. Tel: 01443 866391 or e-mail [doylevm@caerphilly.gov.uk](mailto:doylevm@caerphilly.gov.uk)

DRAFT



## GRANTS TO THE VOLUNTARY SECTOR PANEL – 6TH MARCH 2019

**SUBJECT: APPLICATIONS FOR FINANCIAL ASSISTANCE**

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

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

- 1.1 To inform the Panel of the applications for financial assistance received between 1<sup>st</sup> November 2018 and 31<sup>st</sup> January 2019.

### **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 and provides details of applications received between 1<sup>st</sup> November 2018 and 31<sup>st</sup> January 2019.

### **3. RECOMMENDATIONS**

- 3.1 That Panel Members make recommendations for approval or otherwise in relation to the requests for Financial Assistance listed in Appendix 1. These recommendations will then be considered and approved by the Head of Corporate Finance under delegated powers.
- 3.2 That Panel members note the applications listed in Appendix 2 and 3, which have already been approved by the Head of Corporate Finance under delegated powers, and which are reported to the Panel for information.

### **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 Panel's budget for 2018-19 is as follows:

Budget 2018-19	£179,333.00
Less Discretionary Rate Relief (Estimated)	£171,689.00
Remaining Budget	£7,644.00
Carry forward balance from 2017-18	£140,507.01
Total available Budget 2018-19	£148,151.01
Total 2018-19 Grants awarded as per last report	£14,250.00
Balance remaining	£133,901.01

- 5.1.2 The projected Discretionary Rate Relief for 2018-19 is **£171,689.00**. Allowing for the projected spend on the Discretionary Rate Relief, the available balance for schemes is **£148,151.01**, which includes the carry forward balances.
- 5.1.3 At the previous Panel meeting in November 2018, Panel members were informed of awards approved by the Head of Corporate Finance under delegated powers of **£3,140.00** in respect of General Criteria awards. The Panel also agreed to recommend Panel awards totalling **£700.00**, which were subsequently approved by the Head of Corporate Finance under delegated powers. Therefore, following the meeting the total amount approved in respect of General Criteria awards and Panel awards for the 2018-19 financial year was **£14,250.00**
- 5.1.4 The maximum amount requested in respect of the application listed in Appendix 1 (Panel Awards) is **£250.00 (1 No.)**. This application does not meet the criteria as set out in Appendix 4. Panel Members are asked to consider this application and make an appropriate recommendation to the Head of Corporate Finance for approval or otherwise under delegated powers.
- 5.1.5 Appendix 2 details the General Criteria applications that have been received between 1<sup>st</sup> November 2018 and 31<sup>st</sup> January 2019, and approved by the Head of Corporate Finance. These total **£1,790.00 (11 No.)**.
- 5.1.6 The balance remaining if all grants are awarded as set out in Appendix 1 and those already approved in Appendix 2 will be **£131,861.01**.
- 5.1.7 As previously agreed by the Panel, grants awarded during the 2018-19 financial year that exceed the budget allocation will be funded from the brought forward balances.

## 5.2 WELSH CHURCH ACTS FUND

- 5.2.1 Panel Members will recall that the current limits for applications to the Welsh Church Acts Fund are as follows:
- (i) Applications of up to £5,000 to be fully grant funded;
  - (ii) Applications above £5,000 to be subject to a grant rate of 75% on the sum in excess of £5,000 (e.g. an application requesting £8,000 that meets the criteria would receive £7,250 - £5,000 plus 75% of £3,000);
  - (iii) The maximum grant payable to be £10,000;
- 5.2.2 At the meeting of 13<sup>th</sup> July 2009, Members agreed that officers would approve applications meeting the Welsh Church Acts Fund criteria using the delegated powers of the Head of Corporate Finance. Such decisions would then be reported to the Panel for information, where Members could ask for further information if required.
- 5.2.3 The total budget available for 2018-19 is **£324,839.89**, including the annual allocation from Monmouthshire County Council (**£61,600**) and underspends from previous years (**£263,239.89**).



Budget 2018-19	£61,600
Carry forward balances	£263,239.89
Total available budget 2018-19	£324,839.89
Total 2018-19 grants awarded to date	£156,877.43
Adjustments within year	-£3,468.39
Balance remaining	£171,430.85

- 5.2.4 Panel Members may recall that at the last Panel meeting awards totalling **£156,877.43** were reported as having been allocated to projects in 2018-19. Since the last meeting a number of approved projects have submitted their claims for expenditure, with 4 No. projects spending less than the amount originally allocated, a total sum of **£3,468.39**. This amount has been re-absorbed back into the funding pot to be used for other projects. Therefore the sum available is **£171,430.85**.
- 5.2.5 Details of applications received since the last meeting which meet the Welsh Church Fund criteria are set out in Appendix 3. The total of amounts requested in accordance with the agreed criteria is **£37,855.35 (8 No.)**.
- 5.2.6 If all grants awarded but not yet drawn down are spent to the maximum amounts allocated there will be a balance of **£133,575.50** remaining.
- 5.2.7 No previously approved applications have exceeded the 18 month time limit to claim funding (as set out in the Terms and Conditions) since the last Panel meeting.
- 5.2.8 When the new grant criteria were approved by Cabinet at its meeting on 28<sup>th</sup> March 2018, they also agreed to revisit the criteria after 12 months of operation. A separate report dealing with suggested changes to the current criteria will also be considered by Panel members during the meeting, before a report is made to Cabinet.

### 5.3 **Conclusion**

The report summarises all allocations made under the Grants to the Voluntary Sector and Welsh Church Acts Fund budgets for the 2018-19 financial year, and informs Panel Members of the amounts that currently remain unallocated.

## 6. **ASSUMPTIONS**

- 6.1 There are no assumptions as the 2018-19 budgets have been confirmed, together with carried forward underspends from previous years.

## 7. **LINKS TO RELEVANT COUNCIL POLICIES**

### 7.1 **Corporate Plan 2018-2023**

- 7.1.1 The report supports Objective 5 of the Corporate Plan 2018-2023 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle within the Well-being of Future Generations (Wales) Act 2015.
- 7.1.2 Applications from individuals to the Grants to the Voluntary Sector budget enable them to represent the county borough at a Wales or UK level or abroad, in their chosen sporting field. Taking part in sports will enable these individuals to be

physically active and help to ensure that they lead healthy lifestyles.

- 7.1.3 Voluntary and community sector organisations make an important contribution to public service provision across the county borough. Grants offered to these organisations via the Grants to the Voluntary Sector budget and the Welsh Church Acts Fund will help to ensure that they are able to provide the services required by residents within our local communities. This will ensure that residents are able to look after their own health and well-being.

## **8. WELL-BEING OF FUTURE GENERATIONS**

- 8.1 Voluntary and community sector organisations make an important contribution to public service provision across the county borough and are key participants in the 'Caerphilly We Want' Well-being Plan published on 3rd May 2018 under the Well-being of Future Generations (Wales) Act 2015. The Well-being Plan has four priorities – Positive Change, Positive Start, Positive People and Positive Places.
- 8.2 This report links to the following Well-Being Goals within the Well-Being of Future Generations (Wales) Act 2015:
- A prosperous Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
- 8.3 Grants awarded via the WCAF contribute to the following Well-Being Goals for Wales:-
- A prosperous Wales – grants offered to the voluntary and community sector will help these organisations and the buildings they own and manage to become more financially sustainable, and help them to provide much needed services to their local communities.
  - A healthier Wales – providing opportunities for residents to receive local services that are suited to their needs will help to improve their physical and mental well-being.
  - A more equal Wales – providing local services in community settings will help to ensure that residents are able to fulfil their own potential, regardless of their background or personal circumstances.
  - A Wales of cohesive communities – community buildings are often at the heart of the local community, which helps to ensure that our communities can thrive and there is a focal point where residents can come together.
  - A Wales of vibrant culture and thriving Welsh language – the activities that are provided by the community and voluntary sector encourage residents to participate in the arts, sports and recreational activities.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 There are no direct equalities implications arising from this report so no Equality Impact Assessment has been undertaken.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The financial implications are those set out in the report.

## **11. PERSONNEL IMPLICATIONS**

11.1 There are no personnel implications.

## **12. CONSULTATIONS**

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

## **13. STATUTORY POWER**

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

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

Consultees: Stephen Harris – Interim Head of Business Improvement Services  
(harrisr@caerphilly.gov.uk)  
Nicole Scammell – Head of Corporate Finance (scammn@caerphilly.gov.uk)  
Andrew Southcombe – Finance Manager (southak@caerphilly.gov.uk)  
David Roberts – Principal Group Accountant (roberda@caerphilly.gov.uk)  
Huw Jones – Senior Auditor (joneshd@caerphilly.gov.uk)  
Kathryn Peters – Corporate Policy Manager (peterk@caerphilly.gov.uk)

### Appendices:

Appendix 1 Panel Awards  
Appendix 2 General Criteria Awards  
Appendix 3 Welsh Church Acts Fund Criteria Awards  
Appendix 4 List of General Criteria

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Appendix 1 - Panel Awards 2018-19

Ref	Name of Organisation	Charity/Vol Org. Etc	Area	Award Sought	Background Information	Purpose for Grant	Amounts from Other Sources	Previous Awards	Similar Awards
18/P005	Music in Hospitals & Care	Charity	County borough	£250.00	Organisation received similar grants in 2006, 2014 and 2018 for the same purpose	Organise one professional live music concert in a care home in Caerphilly	£0.00	£250 in 2006, 2014 & 2018	
	<b>Total</b>			<b>£250.00</b>					

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## Appendix 2 - General Criteria Awards

Reference	Name of Organisation/Individual	Sport	Award Category	Criteria Award
18/GC074	1st Trinant Rainbows		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/ Guides/Boys Brigade/Crusaders (up to 50 members)	£100
18/GC075	1st Trinant Brownies		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/ Guides/Boys Brigade/Crusaders (up to 50 members)	£100
18/GC076	Sporting individual representing Country	Snooker	Individual (amateur) representing Wales abroad	£250
18/GC077	Sporting individual representing Country	Snooker	Individual (amateur) representing Wales abroad	£250
18/GC078	Sporting individual representing Country	8 Ball Pool	Individual (amateur) representing Wales at home	£130
18/GC079	Sporting individual representing Country	Football	Individual (amateur) representing Wales abroad	£250
18/GC080	Sporting individual representing Country	Gymnastics	Individual (amateur) representing Wales abroad	£250
18/GC081	Sporting individual representing Country	Lawn Bowls	Individual (amateur) representing Wales at home	£130
18/GC082	Sporting individual representing Country	Bowls	Individual (amateur) representing Wales at home	£130
18/GC083	Valley Daffodils		Community Groups	£100
18/GC084	Budokan		Sports Clubs (up to 50 members)	£100

**Total**

**£1,790**

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### Appendix 3 - Welsh Church Fund 2018/19 Criteria Awards

Ref No.	Organisation	Category	Description	Award Sought	Amount Awarded
18/WCF033	Elim Baptist Church	Religion	Toilet refurbishment, replace window, remove trees	£7,458.00	£7,458.00
18/WCF034	Bethel Evangelical Church, Nelson	Religion	Replacement of windows	£3,480.00	£3,480.00
18/WCF035	Ysgwyddgwyn C. M. Church, Deri	Religion	Replacement of windows	£5,000.00	£5,000.00
18/WCF011-A	Oakdale Community Centre	Community	Funding for digital projector not granted on original projector	£977.40	£977.40
18/WCF036	Helping Hands (Rhymney Cancer Self Help Group)	Community	Redecoration of outside of 74 & 75 High Street, Rhymney	£8,675.00	£8,675.00
18/WCF037	Hengoed Community Centre	Community	Replacement of lighting with LED units	£3,916.80	£3,916.80
18/WCF038	Cascade Methodist Church	Religion	Rewiring, new light fittings & re-decoration	£6,911.75	£6,911.75
18/WCF039	Castle View Community Group	Community	Erect wildlife information/community information noticeboard	£1,436.40	£1,436.40

**Total      £37,855.35**

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## Appendix 4 - 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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