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Date: 21st July 2022

To Whom It May Concern,

A multi-locational meeting of the **Community Council Liaison Sub-Committee** will be held in the Chamber, Penallta House and via Microsoft Teams on **Wednesday, 27th July, 2022 at 6.00 pm** to consider the matters contained in the following agenda. 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> 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.

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

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the Clerk prior to that date in order that a response can be made available.

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

A G E N D A

	Pages
1 To appoint a Chair of the Community Council Liaison Sub Committee for the ensuing year.	

A greener place Man gwyrdach



- 2 To appoint a Vice Chair of the Community Council Liaison Sub Committee 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 Community Council Liaison Sub Committee held on 24th November 2021. 1 - 4
- 6 Matters Arising.
- 7 Community Empowerment Fund - Presentation.

To discuss the following issues raised by the Town and Community Council Liaison Committee: -

- 8 Community Councillor Training Plan.
- 9 Briefing Note on Matters Raised by Town and Community Councils. 5 - 30

Circulation:

Councillors A. Angel, Mrs P. Cook, K. Etheridge, A. Gair, C.J. Gordon, D. Ingram-Jones, T. Heron, A. Hussey, L. Jeremiah, Ms P. Leonard, A. McConnell, T. Parry, J.A. Pritchard, C. Thomas, L.G. Whittle and J. Winslade

Cabinet Member: N. George

Community/Town Councillors

D. Berry (Aber Valley Community Council), H. Llewellyn (Bargoed Town Council), C. Morgan (Bedwas Trethoms & Machen Community Council), G. Edwards (Blackwood Town Council), P. Bevan (Caerphilly Town Council), G. Edwards (Blackwood Town Council), P. Roberts (Darran Valley Town Council), K. Standworth (Draethen, Waterloo & Rudry Community Council), C. Moss (Gelligaer Community Council), A. Stone (LLanbradach and Pwllpant Community Council), G. Davies (Nelson Community Council), B. Gingell (New Tredegar Community Council), B. Allen (Penyrheol, Trecenydd and Energlyn Community Council), D.T. Williams (Rhymney Community Council), J. Leek (Van Community Council)

Clerks to all Community/Town Councils and Appropriate Officers

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COMMUNITY COUNCIL LIAISON SUB-COMMITTEE

MINUTES OF THE MEETING HELD VIA MICROSOFT TEAMS ON 24TH NOVEMBER 2021 AT 6.00PM

PRESENT:

Councillor D. Havard – Chair
Community Councillor J. Rao – Vice Chair

Councillors:

M. Adams, A. Farina-Childs, A. Gair, V. James, L. Jeremiah, T. Parry

Town and Community Councils:

T. White (Clerk), B. Campbell (Clerk), H. Williams (Clerk), L. John (Clerk) and Community Councillors: M. Moore, H. Llewellyn, R. Chapman, B. Gingell, G. Davies, T. Davies, J.A. Pritchard, P. Roberts, C. Erasmus, J. Mullen, and T. Davies.

Also Present:

P. Cooke (Senior Policy Officer)

1. APOLOGIES

Apologies for absence were received from Community Councils C. Mortimer, P. Davy, H. Williams, S. Hughes, and Councillors C. Mann, C. Andrews, A. Angel, B. Jones, M. James.

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 21ST JULY 2021

The minutes were received and noted.

4. MATTERS ARISING

Community Councillor J. Pritchard provided an update in relation to the Gwent Public Services Board and advised that the first meeting of the Local Delivery Group has taken place and had considered the establishment of the Group and its Terms of Reference.

Community Councillor Pritchard expressed her disappointment in the composition of the Group and that there appeared to be a democratic deficit in this regard. Given the fairly important elements under discussion she was disappointed in the reports and presenting Officers.

5. CLIMATE CHANGE – PRESENTATION

The presentation updated the Community Council Liaison Sub Committee on the Council's response to climate change and how Community Councils could play a valuable.

The Officer highlighted the main areas of response, for example Leading by Example and Informing and Influencing Others, he also outlined what support is available to assist Community Councils.

Minimising carbon emissions and environmental impact of buildings by utilising energy efficient insulation, LEDs and appliances, carrying out an energy audit, using renewable energy such as PVs and heat pumps, reducing waste and water use.

Transport was also an area where Community Councils could lead by example, reducing travel, participating in active travel, using public transport, sharing vehicles, and moving to electrical vehicles and installing electric vehicle charging points. Procurement also provided options for carbon reduction, by sourcing locally, buying 'green', joining together to buy in bulk and investing money wisely.

The Officer went on to explain how carbon offsetting could be achieved through land use, for example, planting trees, maintaining green space and protecting and enhancing biodiversity.

The Liaison Group noted how important informing and influencing others was, Community Councils were encouraged to use their contacts and communications to raise awareness and understanding of climate change. They could also support and enable local groups and individuals who were undertaking projects in their area. Community Councils were encouraged to comment on consultations such as the Local Development Plan and Local Well-being Plan and to comment on planning applications in their area.

In concluding his presentation, the Officer outlined the various avenues of support available including Welsh Government Zero Carbon publications, Carbon Trust and Energy Saving Trust, National Resources Wales and Sustain Wales. Members were asked to note that there was funding available for environmental project through the Community Infrastructure Levy and the Community Empowerment Fund.

The Chair thanked the Officer for his presentation and Members questions were welcomed.

Clarification was sought in relation to an 'energy audit' and the Officer confirmed that Paul Rossiter from the Carbon Trust could assist, and he would be happy to circulate contact information to anyone interested.

Members discussed the transition to electric vehicle and the infrastructure improvements that would be needed to support this, concerns were expressed in relation to supplies in terrace streets, and the space that would be required to facilitate home charges. Questions were also asked as to whether any funding was available to residents for installation of the fast charge ports.

The Officer confirmed that the infrastructure requirements were being developed and advised that there were plans to install public charge points in the county borough's 11 car parks and residents will notice more and more appear. Members also noted that commercial charging

points were being developed along similar principles to the petrol station and this facility would also drive forward the charging infrastructure.

In referring to the presentation slides and public transport the Liaison Committee agreed the importance of this in terms of carbon emissions but acknowledged that due to COVID the passenger numbers had declined and hoped that this would improve over time.

In relation to tree planting, the Liaison committee noted that this would of long-term help to carbon reduction but that it would be several years before benefits would be realised. Members felt that plant diversity across the board needed to be considered and this should include verges around roads and reference was made to the planting being done by schools and the importance of tree management policies was emphasised.

The Officer agreed that public transport numbers had declined but as public confidence increased this would improve, he also confirmed that overall journeys had also reduced with the increase in agile/home working. The Officer accepted that tree planting was a long-term commitment but one that should be made.

Reference was made to hydrogen fuel cells and the Officers confirmed that the technology was improving and developing all the time but was at this stage primarily in use in heavy vehicles. A Member confirmed that JCB was investing in this area and there was already a bus service operating in Northern Ireland powered by hydrogen fuel cells.

Clarification was sought in relation to the Community Empowerment Fund and how it could be used for projects of this nature. The Officer confirmed that the next round of funding would be released in February 2022 and then in June 2022.

Members requested that a copy of the presentation be circulated to all Community Councils for information and the Committee Clerk confirmed that she would facilitate this request.

The Chair thanked the Officer for the presentation.

6. BRIEFING NOTE ON ISSUES RAISED BY TOWN AND COMMUNITY COUNCILS

A Members expressed concerns in relation to service cuts and the setting of the Council Precept and why Caerphilly seemed to be setting one of the lowest precepts while reducing services, like the provision of small street sweepers and queried the methodology of the Chief Executive behind this decision making.

The Committee Services Officer confirmed that the setting of the Budget was a decision of Council and informed by reports to Scrutiny, Cabinet and Council and consultation with the public and stakeholders rather than the Chief Executive, however she would ask the Chief Executive and the Head of Financial Services and Section 151 Officer to provide a presentation to the next meeting of the Community Council Liaison Committee on Budget Setting, Medium Term Financial Planning and Precept.

The Clerk of Risca Town Council expressed his thanks for the funding assistance for this year's Remembrance Day Parades and requested that they be passed on to the Leader of Council. This was echoed by all those present and the tremendous efforts by Community Councils, Council Staff and Residents for this year's commemorations were formally acknowledged.

A Member advised that this did not seem to have been mirrored in Deri and Fochriw and the Chair expressed his disappointment that the same assistance had not been provided to the Darran Valley.

The content of the briefing note was considered and accepted.

Meeting closed 7.10pm



COMMUNITY COUNCIL LIAISON SUB-COMMITTEE – 27TH JULY 2022

BRIEFING NOTE: MATTERS RAISED BY TOWN AND COMMUNITY COUNCILS

1. UPDATE ON STREET LIGHTING

This briefing note sets out the current position in relation to Street Lighting and the resultant carbon savings and comments on the position with Heddlu Gwent Police.

Background

To meet the challenges of Carbon reduction commitments and reducing budgets within Highways street-lighting, the Environment and Sustainability Scrutiny Committee and Cabinet in 2018 endorsed a programme to implement LED installation and part night lighting between the hours of midnight and 5.30am, to all lighting, except at junctions and in major town centres. This followed on from a 2010 initiative where the street-lights on inter urban routes connecting towns and villages were previously altered to part-night lighting from midnight to 5.30am.

Caerphilly Council's resources, both operational and financial, are inevitably finite. This reinforced the need for a proportionate response to the longer-term impact of budget commitment in relation to maintenance strategies. The strategy supported by Members in 2018 for part-night lighting and the upgrade of all lanterns to LED, is forecast to save and/or provide cost avoidance in the region of £940k pa and produce a carbon reduction of 2836 tonnes once the programme has been completed. This programme, completed in February 2021, actual of the savings achieved will be available in 2022/23.

The Council has declared a climate emergency, so the reduction in carbon emissions is a commitment to the prevention of the long-term threat of climate change to which energy reduction plays a key role. Whilst other activities affect climate change more than lighting, it is still a very strong contribution from a single industry sector. Experts agree that we will not meet our goals for mitigating climate change without reducing the amount of Carbon being

emitted into the atmosphere. Something must be done to restore the resiliency of our planet to off-set the changes in our environment.

The highways infrastructure provides local access to all road users be that for education, leisure, business or wider authority and regional connectivity. It shapes the character of an area adding to the social, well-being and quality of life in a community.

The total number of street lights in the Authority is approximately 27,373. With each asset increasing over the past 5 years. This increase in asset size has coincided with a period of MTFP savings leading to a reduction in planned maintenance regimes.

Following the implementation of the LED and Part Night Lighting Policy approved in 2018, CCBC has 22,344 street lights (that are switched off at midnight for five and a half hours), 2684 illuminated signs and 711 flexible bollards. Signs continue to remain lit all hours of darkness, bollards are no longer illuminated

Complaints

Following the implementation of the change to LED street lights and the reduction in street lighting operating hours policy, a total of 319 complaints from CCBC residents have been received and are itemised below:

- 147 directly against the policy.
- 86 that the LED lighting is over bright.
- 56 that the LED lighting does not provide enough illumination
- 22 that the times of operation are problematic and
- 5 following last years well publicised attack on Sarah Everhard.

It is evident that the number of complaints are low compared to the size of the authority and number of residents that live within the borough.

Scheduled meetings are in place between Highways Managers and Senior Officers from Heddlu Gwent Police to regularly review crime statistics for the hours of reduced street lighting operation. To date there is no associated link between the occurrence of crime and the reduction in street lighting operating hours policy.

Attached is a link to a BBC article that further substantiates that there is no link to increased crime due to part night lighting around the UK. [Less lighting has no impact on crime or collisions, says report - BBC News](#)

2. COST OF LIVING SUPPORT

The Cost-of-Living Support Scheme is detailed below an update on the issue raised by Community Councils in terms of the wording will be provided verbally at the meeting.

The [Welsh Government scheme details are available here.](#)

The pdf is also attached as an appendix to this briefing note. (Appendix 1)

Below are some key points of the scheme.

The Scheme is made up of 2 elements; a main scheme (related to certain council taxpayers) and a discretionary scheme. Each local authority in Wales decides its own discretionary scheme within Welsh Government (WG) guidelines; eligibility details will be publicised during May.

The main scheme provides for a £150 'Cost-of-Living' payment under two conditions:

A: Council Tax Reduction Scheme entitlement condition

If the householder(s) was in receipt of support through the Council Tax Reduction Scheme on 15 February 2022, they are automatically assessed as being entitled to a payment of £150 regardless of the valuation band in which their property is placed (A to I).

B: Council Tax Band condition

Households occupying properties in council tax Bands A to D are assessed as being entitled to a payment of £150 provided they satisfy all of the following criteria:

- liable for council tax on a property on 15 February 2022
- not in receipt of an exemption for that property on 15 February 2022
- living in that property as their main or primary residence on 15 February 2022
- responsible for paying the associated utility and other regularly incurred bills for that property on 15 February 2022.

Households living in properties valued as B and E but which receive a disability band reduction to B and D are eligible under the main scheme.

The £150 is **not** a rebate on the council tax bill, it is a payment to help with the rising cost of all utility bills.

There will be ONE payment per eligible household.

If you are not eligible under the main scheme you may be eligible to receive a payment under [the discretionary scheme](#).

Most council taxpayers who are exempt from paying the tax (for example, a household made up entirely of qualifying students, care leavers up to the age of 25, or people with a severe mental impairment) will fall into the discretionary phase of the scheme.

The **main** scheme commenced in April but, as around 70,000 households within Caerphilly CBC may be eligible, payments will take several months to complete. The scheme in Wales will run for around 6 months to 30.09.2022.

If you pay your council tax by direct debit, we are able to make the payment direct to your bank account, without the need for you to register your details with us. We issued most of these payments during the last week of April, with some issued during May.

If you have recently set up a direct debit instruction to pay your council tax bill, we will collect your first council tax direct debit payment before we issue you with the £150 'Cost-of-Living' payment. This is to ensure that the bank details we hold for you are correct and to minimise fraud and error.

For all other eligible council tax payers, the Welsh Government (WG) main scheme requires a registration process.

From the last week of May, over a period of around 8 weeks, we are sending 5,000 letters each week to households that we think may be eligible for support, inviting them to register their details using an online phone.

If you don't have internet access, please call us on 01443 863230 and we can fill in the online form for you if you provide your details to us over the phone.

If you don't have a bank account that will accept this payment, you can ask a trusted relative or friend to supply their bank account details and some of their personal information on the registration form so we can issue the payment to them, and they can hand the money over to you when they receive it.

Before you register for the Cost of Living Support Payment

Before we can make a payment, you'll need to register some details with us by completing the online form below. Some of the information we are asking for will help us reduce fraud and error when making these payments.

Before you register, make sure you have the following:

- your council tax account number (this is on the letter we are sending you; it will also be on your council tax bill)
- your bank account name
- your bank sort code and account number
- your email address
- a contact telephone number
- your date of birth
- your current address and post code

If you are asking a trusted relative or friend to supply their details on the registration form so we can issue the payment to them and they can hand the money over to you when they receive it, before you register, make sure you have the following:

- your council tax account number (this is on the letter we are sending you; it will also be on your council tax bill)
- their name and address
- their bank account name
- their bank sort code and account number
- their date of birth
- your email address
- your contact telephone number
- your current address and post code

Your payment

Once we have made a decision, we will email you to tell you if you've been successful. Due to the large number of registrations we expect to receive, payments will be made soon as possible before the scheme closes on 30.09.2022.

If your bank account is overdrawn you can make a request to your bank that the funds from the cost-of-living payment are used for particular bills you need to pay rather than being used to clear your overdraft. This is called your 'first right of appropriation'. A sample letter and advice on how to request this with your bank is available from the following link at [**National Debtline**](#).

Register your details for the Cost of Living Payment

Note: you do not need to register if you pay your Council Tax by direct debit.

Register Now

Deadline for registrations: 5.00pm, Friday 30 September 2022

This link will direct you to Caerphilly Connect. Register now or log in to report, apply and pay for services. If you do not wish to create an account, click 'Continue without registering'. Please check your spam/junk mail folder for account activation and notification emails that we send you!

Please bear with us as we are expecting to issue many thousands of payments so we will be very busy trying to help many householders.

We urge residents to be mindful of emails, texts or telephone calls from suspicious sources offering information on the scheme, as this could be from someone who is trying to steal your personal information, such as your bank account details.

3. CHARGING FOR COMMUNITY EVENTS IN COUNCIL PARKS AND SPORTS PITCHES

Outdoor facilities and their usage was reviewed in 2014, this included the charging. On the 17th June 2015 Cabinet considered the draft Review of Outdoor Recreation and Leisure Facilities. The consultation on the Review and resulting Outdoor Sports Strategy included Town and Community Councils.

Charges for use of Sports Fields and Parks are in-line with the already approved outdoor facilities pricing structure agreed by Cabinet. Whether it's football, rugby or a fete, charges apply. Pitch fees are charged per length of a match 1.5hrs, so if an event is 7 hours the charge would be 4 x 1.5hrs, as a maximum. The fee also depends on who the organiser is targeting with their event i.e., children or families.

There is no charge for corporate organised events, or Memorial/Charity events providing that correspondence or a letter of endorsement with Charity registration details are received.

Should an event require a service from the Council that the Authority would have to finance, such as staff for manning pavilions or waste disposal, then the Council would look to recover the costs.

There have been instances when the green spaces/pitches have been damaged where the Council have had to finance reinstatement, this is what the bond, applied under the events terms and conditions of hire, is used for. If no damage is incurred the bond is 100% refundable, the size of the bond depends on the scale of the event and/or the potential damage.

The Events Terms and Conditions of Hire are attached to this briefing note. (Appendix 2)

4. CODE OF CONDUCT TRAINING FOR COMMUNITY COUNCILLORS

The Monitoring Officer will provide a further training session on the Code of Conduct to Community Councillors in September 2022, a date and time will be agreed and circulated. The training will be held in Penallta House and will be offered on a multi-locational basis the session will also be recorded and made available to all Community Councils.



GUIDANCE

Cost of Living Support Scheme: guide for local authorities

Advice on how local authorities can manage the cost of living support scheme.

First published: 23 March 2022

Last updated: 23 March 2022

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Eligibility for payments: Discretionary Cost of Living Support Scheme

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Privacy notices

Monitoring and evaluation

Escalation of queries

Frequently asked questions

Purpose

This guidance provides local authorities with information to enable them to deliver the £150 Cost of Living Support Scheme (COLSS) and a Discretionary Cost of Living Support Scheme (DCOLSS) on behalf of the Welsh Government.

The package was announced as part of the Welsh Government's Supplementary Budget on 15 February 2022.

Overview

The Welsh Government announced a package of measures to help people with the cost of living crisis. The package includes £152m to provide a £150 cost of living payment to eligible households (the main scheme) and £25m to provide discretionary support for other purposes related to living costs.

The schemes are intended to provide immediate support as Wales recovers from the pandemic and support households to deal with the impact of increasing energy and other costs.

The Discretionary Scheme fund can be used by each local authority to support other households it considers to be in need of assistance with their living costs. Each local authority will determine its use of discretionary support as it deems appropriate to address local needs.

Eligibility for payments: Cost of Living Support Scheme

A payment of £150 can be made to a household under the main scheme if the householder(s) meets one of the following conditions.

A: Council Tax Reduction Scheme entitlement condition

If the householder(s) was in receipt of support through the Council Tax Reduction Scheme on 15 February 2022, they are automatically assessed as being entitled to a payment of £150 regardless of the valuation band in which their property is placed.

B: Council Tax Band condition

Households occupying properties in council tax Bands A to D are assessed as being entitled to a payment of £150 provided they satisfy all of the following criteria:

- liable for council tax on a property on 15 February 2022
- not in receipt of an exemption for that property on 15 February 2022
- living in that property as their main or primary residence on 15 February 2022
- responsible for paying the associated utility and other regularly incurred bills for that property on 15 February 2022.

Local authorities administering the scheme will be able to make the reasonable assumption that household(s) liable to pay council tax are also responsible for paying the utility and other regularly incurred bills.

Households living in properties which attract a disability adaptation band reduction are eligible for a payment, for example, a property which has been valued as Band E but which receives a disability adaptation band reduction to Band D is eligible.

Households are eligible for a payment under this scheme if their property's band as recorded in the council tax banding list on the 15 February 2022 is amended retrospectively after this date to fall within an eligible band, for example, because of a successful banding challenge made to the Valuation Office Agency (VOA) that concluded after this date. Households living in new-builds awaiting a banding from the VOA are also eligible for a payment if the band subsequently

allocated by the VOA, effective on 15 February 2022, meets the eligibility criteria for the scheme. Any disputes about property banding should be resolved through the VOA's usual processes. However, for operational reasons, payments will no longer be made in these respects after the scheme has closed on 30 September 2022.

Each household is restricted to only one payment of £150

Only one payment is to be made in relation to any single dwelling under the main scheme. In cases of joint and several liability, only one payment is to be made and it should be paid to the first named person on the council tax bill. Where this is not possible, local authorities have discretion to identify the most appropriate person to whom the payment should be made.

Eligibility for payments: Discretionary Cost of Living Support Scheme

In addition to supporting the eligible categories outlined above through the main scheme, each local authority may use the funding provided under the Discretionary Scheme to provide support to households it considers to be in need of assistance with their living costs. This support may take the form of a payment to a household not already covered in the main scheme, or it may cover the cost of essential services provided to the household, for example extending the provision of free school meals or meals-on-wheels.

Each local authority will determine how it utilises the available funds and some areas for consideration in the local discretionary scheme are listed below:

- Payments (or other support) may be provided to households who do not fall into one of the eligible classes A or B in the main scheme but who live in a property which is exempt from council tax, for example care leavers and people with a severe mental impairment exemption.
- Payments may be made to separately identifiable households living in

Houses in Multiple Occupation (HMOs).

- Households who are receiving housing support services and/or are living in temporary accommodation or a refuge may be awarded a payment.

Check your local authority's website for more information on how the Discretionary Scheme will operate in your area.

Find your local authority.

The supplementary nature of this scheme recognises that these households may be more difficult to identify and may require the exercise of a local authority's discretion in determining whether a household should be eligible for support.

The authority will also have discretion to award a reduced amount or pay by instalments if it considers making a full payment would not be in a household's best interests or that it might compromise their welfare.

It is recognised that payments or the provision of other support to such households may be more readily administered by specialist services within the local authority e.g. social services, homelessness services, educational support services etc. separately from the administration of payments based on council tax records.

Process

Local authorities will use existing council tax databases to identify households eligible for a payment under the main Cost of Living Support Scheme. They hold all the property information on valuation bands needed to select the relevant cohort for support. If current bank details are held by the local authority for direct debit payment, and the authority is satisfied that the data is correct, they may make a payment to the relevant bank account.

Local authorities are also asked to identify eligible households from existing Council Tax Reduction Scheme (CTRS) caseload data. Where the authority is

satisfied that it holds current bank details, again it may make a payment to the relevant bank account.

There will however be many households who appear to be eligible for the £150 payment but for whom all the necessary information is not held. People in this group will be required to complete a registration form to provide the authority with the required information. Each local authority will be responsible for providing its own registration form in whatever format it considers appropriate. The Welsh Government will work with local authorities to design a 'model' form for this purpose.

Responses to the registration must be completed by 5.00pm on 30 September 2022.

Accessibility requirements

Authorities will need to ensure the registration form, and any local awareness-raising materials are accessible. They will also need to provide information in Welsh and English and support customers who have difficulty using online facilities.

Verification requirements

Verification of identification

It is anticipated that the information provided through the registration process and/or already recorded as part of council tax records or Council Tax Reduction Scheme data will be sufficient to validate identification of the householder(s) (and their partner). Authorities can decide to implement more stringent verification checks according to their risk appetite and these should be clearly stated within the content of the registration process.

To prevent authorities from having to undertake verification of associated property costs for all applicants, it has been agreed that if a householder (or their

partner) is liable for council tax and in occupation of the property, this can be accepted as proof that they and/or their partner are responsible for paying the associated bills.

The Welsh Government accepts that there is very small risk that a householder (or their partner) could be liable for council tax but not be responsible for paying the utility bills. This risk would not justify undertaking verification of such liability for all payments and would be mitigated in part by the householder's declaration that they are the utility bill payer as part of the registration process, where such registration is required.

It is also acknowledged that there are some situations where the person(s) liable to pay the associated utility bills may not be liable for council tax. Such households could be considered for support under the Discretionary Scheme.

Checking that the householder or their partner has not already received a payment under the scheme

The main scheme is intended to provide one-off support to each eligible household although additional support may be provided under the Discretionary Scheme to households which have received support under the main scheme. Authorities will need to ensure that they have mechanisms in place to prevent duplicate payments unintentionally being made to households where they or their partner have already received a payment from the authority under the scheme either as a single person or as part of the same or a different household.

Decisions, payments and appeals

Decisions

An award made under the Cost of Living Support Scheme is not a crisis payment or an income replacement. For this reason, there is no specific

timeframe for making decisions. However, decisions must be made promptly to facilitate payments as soon as possible. A suitable time window will be determined for operational purposes.

Payments

Authorities are encouraged to provide payments to eligible households in a timely manner and payments should be made as soon as practically possible after a decision to pay has been made.

Payments under the main scheme should be made as a single payment of £150 to the bank account details available or provided on registration. It is recognised that some authorities may wish to make the payments by cheque or other method. Therefore, local authorities have discretion to choose how this support is delivered to each eligible household in order to best ensure speedy delivery.

Each recipient should receive a letter, email, or a text message to confirm that they are eligible and that their payment has been processed.

Appeals

There is no right of appeal against any decision not to award a payment. People who are declined a payment will not be eligible because they do not meet the eligibility criteria. However, it would be good practice to outline the reason for refusal and make it clear that people can resubmit information if it was incorrect.

Impact on tax and benefits

The DWP has confirmed that payments made under Local Welfare Provision are disregarded in the assessment of Income Support, Income Based Job Seekers Allowance (JSA) and Income Related Employment and Support Allowance (ESA), so these will not be affected. Universal Credit claimants will not experience any change in entitlement as a consequence of receiving a payment under this scheme.

HMRC has confirmed that the payment of £150 would be made as Local Welfare Provision and is not taxable. As a result, authorities will not need to provide details to HMRC of the payments made under this scheme.

As this payment is classed as Local Welfare Provision, it will also be disregarded as income for the purposes of assessing entitlement to the Council Tax Reduction Scheme.

Funding and projected demand

Funding

As outlined above, a total of £177m of funding has been identified for the Cost of Living Support Scheme and the Discretionary Scheme. It has been noted that there will be large volumes of cases where the local authority will not hold all the relevant information to make payment and will have to ensure the scheme is available to all households identified as eligible.

Projected demand

The Welsh Government has identified around 740,000 properties currently in council tax Bands A to D.

There are also around 273,000 properties that are in receipt of support under the Council Tax Reduction Scheme, including 18,600 in Bands E to I.

To assist authorities with resource planning, more detailed calculations of expected volumes for each authority will be provided.

Authorities will be required to baseline a starting position for the delivery of the scheme by extracting the volumes of eligible properties from council tax and council tax reduction scheme databases.

Records to be kept by Welsh authorities

Authorities should provide requested information to the Welsh Government to allow for reporting on the delivery of the Cost of Living Support Scheme. This information should include:

- number of properties identified in each of the property bands A to D
- number of CTRS properties in Bands E to I
- number of households eligible
- number of registration requests
- number of payments made
- breakdown of the categories under which they have been paid.

The frequency of returns will be monthly.

Privacy notices

As the data processors, authorities are advised to update privacy notices to indicate that they are processing Cost of Living Support Scheme payments.

Read our [privacy notice](#).

Monitoring and evaluation

The Cost of Living Support Scheme will be monitored, and evaluations shared with Welsh Government officials and authority scheme contacts. Updates will be provided to Welsh Ministers as required.

This will include reporting on the number of households supported under the scheme, overall expenditure and an overview of any issues experienced in relation to the administration of the scheme.

Escalation of queries

Queries in relation to the scheme should be directed as follows:

- All disputes relating to the award/non-award of payment should be addressed to the relevant local authority.
- Issues relating to the overall principles of the main Cost of Living Support Scheme should be addressed to the Welsh Government via the Welsh Local Government Association.

Frequently asked questions

If authorities can identify eligible households and have current bank details for them, can the Cost of Living Support Scheme payment be made without the need for confirming details?

Yes provided the local authority has satisfied its own requirements.

There will be groups of low-income households who are not liable for council tax. Why have these not been included as eligible for the scheme?

This scheme is intended to provide support to those easily identifiable through the use of council tax data. A Discretionary Scheme is also being provided to assist households who are not liable to pay council tax.

Households can also apply to the [Discretionary Assistance Fund](#) if they are experiencing financial hardship.

Will the £150 payment affect means-tested benefits?

The DWP has confirmed that payments made under Local Welfare Provision are disregarded in the assessment of Income Support, Income Based JSA and Income Related ESA so these will not be affected. For Universal Credit claimants, there is no such provision but as there is no period attached to the payment, it will count as capital and claimants may need to report this to the DWP if their capital is over £5,800.

A householder(s) who has their main residence in England has applied to the scheme for their second property in Wales. They are liable for paying council tax and are responsible for paying the fuels bills at the property, are they eligible for a payment?

No. The scheme is there to support households in their primary residence only.

A householder(s) owns two homes in Wales, are they eligible for assistance through the scheme?

Only in respect of the property they inhabit as a primary residence (if they do occupy one of these properties as their primary residence).

A householder(s) lives in a Band E property but receives a Disability Band Reduction which drops the charge to that of a Band D property, are they eligible?

Yes. The revised band is used in eligibility for this scheme.

Is there a target date by which payments should be

made?

No. Authorities are encouraged to make payments in a timely manner and as soon as practically possible after a successful decision.

Can a householder(s) appeal against a decision not to award a payment under the Cost of Living Support Scheme?

No. There is no right of appeal against a decision not to grant a payment as a refusal will arise because the household does not meet the conditions of the scheme. Authorities should look to reconsider cases where new information may change the outcome, for example, where a property is retrospectively listed as liable for council tax.

About this document

This document is a copy of the web page [Cost of Living Support Scheme: guide for local authorities](#) downloaded.

Go to <https://gov.wales/cost-living-support-scheme-guide-local-authorities-html> for the latest version.

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**OUTDOOR FACILITIES CONFIRMATION OF AGREEMENT FOR SPORTING TOURNAMENTS,
SPECIAL EVENTS, HIRE OF PAVILION ETC**

TERMS AND CONDITIONS OF HIRE

I confirm that I have read and understood the terms and conditions and fully accept them.

Name of Event:

Held at:

Date of Event:

Time:

The Cost for this Event/hire will be: £25.55

I agree to abide to a reinstatement fee if required.

Please print:

To be filled out by hirer:

Contact name:

Contact address:

.....

.....

Contact Telephone Number:

Email Address:

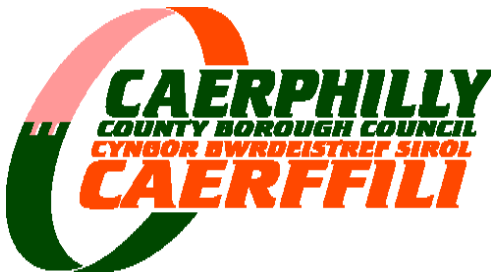
Signed for on behalf of:

This event will not go ahead unless you have supplied the following documents requested.

- (1) Risk Assessment.
- (2) Key Holder Agreement.
- (3) Copies of your Public Liabilities Insurance. Y / N (Please delete)
- (4) Signed Disclaimer Form Y / N (Please delete)
- (5) Payment for the event cheque made payable to C.C.B.C. Y / N (Please delete)
(Please write **“Outdoor Facilities”** on the reverse of the cheque)

Please return to:

Outdoor Facilities,
Caerphilly County Borough Council, 1 St Gwladys Way, Bargoed, CF81 8AB
Telephone: 01443 811452
Email: outdoorfacilities@caerphilly.gov.uk



**OUTDOOR FACILITIES CONFIRMATION OF AGREEMENT FOR SPORTING TOURNAMENTS,
SPECIAL EVENTS, HIRE OF PAVILION ETC**

DISCLAIMER FORM

Caerphilly County Borough Council does not accept any responsibility for loss, theft or damage to property or Injury to persons whilst using our facilities. Any people using these facilities do so at their Own Risk. It is agreed that any hazards or broken equipment which may be identified, will be immediately reported to the Outdoor Facilities Manager.

Name of Event

Held at:

I fully accept the above statement:

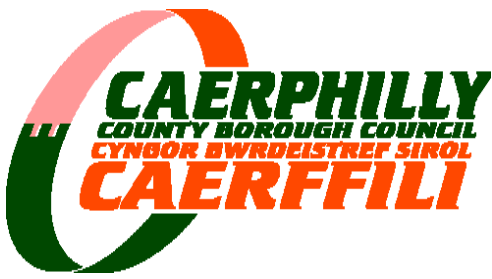
Signed:

(Authorised signatory for and on behalf of Club/Organisation)

Name: (Please Print)

Title:

Date:



OUTDOOR FACILITIES CONFIRMATION OF BOOKING A SPORTING TOURNAMENTS etc.
WITH TERMS AND CONDITIONS OF HIRE

(This is your copy to keep and use as reference)

- Application:** Advance application for the hire of any outside facility must be made in writing.
- Disclaimer:** The Councils **Disclaimer Form** must be signed and enclosed and forwarded to Parks Services before the event.
- Payment:** Any hiring fees must be paid in full and cheques must be made payable to C.C.B.C before the period of hire commences.
- Charges:** Please note the charge for the use of the changing rooms / pavilion for tournaments etc. will vary from the fees normally charged for fixtures and extra facilities such as kitchen, function rooms will need to be negotiated via this office.
The Council reserves the right to vary its charges without notice.
Please Note:- The Council do not endorse or encourage the use of their pavilions / changing rooms for preparing foods
- The Charge for this Event will Be:- £25.55**
- Bond – if applicable** The Hirer **must** agree and sign to a **Reinstatement Fee Agreement – if applicable** and is valid for 14 days after the event. The reinstatement fee agreement is there only to protect the Council assets from damage.
- The amount of bond required will vary with the type and size of the event or activities proposed.
- The reinstatement fee will **only** be requested if an officer of the Council finds any damage after an inspection of the facility/area etc.
- Where damaged is found the Hirer will then be contacted by this office to inform them of the nature of damage and also whether all or a proportion of the reinstatement fee will be needed to rectify the the damage.
- Cancellation:** (1) By Hirer: If any person or organization cancels or fails to take up any booking, the charge for that Booking shall remain due. At the Council's discretion all or a proportion of the hire fee may be returned.
- (2) By the Council: The Council reserves the right to cancel any date during a long term booking for for any reason. As much notice as possible will be given, in such cases the Council shall not be liable for any loss or damage arising out of such cancellation.

Cont.

Conditions: (1) The ESAG group are notified of all events.

(2) The Hirer shall indemnify the Council in respect of any damage caused and any actions proceedings costs claims or expenses to persons or property arising out of or from the hire and the Council may in its absolute discretion require the Hirer to arrange insurance cover in respect there of and produce to the Council, evidence of adequate Public Liability Insurance cover.

(3) The Council by themselves their, agents or insurers accept no responsibility for any injury, loss or damage to persons or property however caused arising out of or from the hire of any outdoor facility.

(4) The Hirer shall use the hired facility for the purposes agreed with the Council and for no other Purpose.

(5) The Hirer must provide, a full list of activities / stalls (if any) they intend to hold along with a site map of the proposed lay out of the event. The Hirer can request a site meeting or may be requested by the Council to attend a site meeting prior to the event taking place.

(6) Access to pavilion / changing rooms (if needed) to be used in connection with the event shall be made available by the Council to the Hirer for a maximum period of one hour before the hire period and for a maximum of one hour after the hire period unless otherwise requested.

(7) The Hirer shall only store equipment used in connection with the hire of any facility at the hired facility with the prior consent of the Manager.

(8) The Hirer is responsible to ensure that all accesses to and from the hired facility are kept clear of motor vehicles belonging to (i) their staff (ii) those involved with the event and (iii) spectators at all times. Failure to do so may result in the facility being withdrawn for any future events by the Manager if complaints are received by outside parties.

(9) **No** motor vehicles shall be parked on or driven across any hired facility and any costs incurred by the Council arising out of any damage to any hired facility as a result of any motor vehicle being parked on or driven across it shall be recoverable by the Council from the Hirer via the reinstatement fee requested from them.

(10) The decision of the Council shall be final with regard to whether any hired facility is in a usable condition. If any Hirer uses a facility following a decision by the Council that it is unusable then the Hirer shall be liable for all costs incurred by the Council in reinstating the facility to its original condition via the reinstatement fee requested from them.

(11). It shall be the responsibility of the Hirer to clear away any litter and dispose of all rubbish generated by the event on the same day, both from the event site and surrounding area.

Failure to meet the terms listed above may result in the facility being withdrawn by the Manager and any future events the hirer may wish to hold at any site with in the Borough may be refused if complaints are received by outside parties.

The person dealing with this request is:

Outdoor Facilities,
Caerphilly County Borough Council, 1 St Gwladys Way, Bargoed, CF81 8AB
Telephone: 01443 811452
Email: outdoorfacilities@caerphilly.gov.uk