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**Date: 14th November 2022**

To Whom It May Concern,

A multi-locational meeting of the **Grants to the Voluntary Sector Panel** will be held in Penallta House, and via Microsoft Teams on **Monday, 21st November, 2022 at 5.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

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

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

Yours faithfully,

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

**Christina HARRY**  
CHIEF EXECUTIVE

## AGENDA

1 To receive apologies for absence.

Pages

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2 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:-

3 Grants to the Voluntary Sector Panel held on 14th July 2022.

1 - 4

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

4 Applications for Financial Assistance.

5 - 18

**Circulation:**

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

And Appropriate Officers.

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## GRANTS TO THE VOLUNTARY SECTOR PANEL

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON THURSDAY 14TH JULY 2022 AT 5.00 P.M.

PRESENT:

Councillors:

A. Broughton-Pettit, M. Chacon-Dawson, G. Enright, A. Gair, T. Heron, D. Ingram-Jones, L. Jeremiah, D.W.R. Preece, J. A. Pritchard, J. Reed and W. Williams.

Together with:

S. Richards (Head of Education Planning and Strategy), V. Doyle (Policy Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), S. Hughes (Committee Services Officer) and J. Thomas (Committee Services Officer).

#### RECORDING AND VOTING ARRANGEMENTS

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

#### 1. TO APPOINT A CHAIR FOR THE ENSUING YEAR

It was moved and seconded that Councillor M. Chacon-Dawson be appointed as Chair. By way of Microsoft Forms (and in noting there were 8 votes for, 0 votes against and 0 abstentions) this was agreed.

RESOLVED that Councillor M. Chacon-Dawson be appointed as Chair of the Grants to the Voluntary Sector Panel for the ensuing year.

#### 2. TO APPOINT A VICE CHAIR FOR THE ENSUING YEAR

It was moved and seconded that Councillor T. Heron be appointed as Vice Chair. By way of Microsoft Forms (and in noting there were 10 votes for, 0 votes against and 0 abstentions) this was agreed.

RESOLVED that Councillor T. Heron be appointed as Vice Chair of the Grants to the Voluntary Sector Panel for the ensuing year.

#### 3. APOLOGIES

Apologies for absence were received from Councillors P. Cook, J. Rao, J. E. Roberts and J. Taylor, together with S. Harris (Head of Financial Services and Section 151 Officer).

#### **4. DECLARATIONS OF INTEREST**

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

#### **5. MINUTES – 3<sup>RD</sup> MARCH 2022**

It was moved and seconded that the minutes of the meeting held on 3<sup>rd</sup> March 2022 be approved as a correct record.

RESOLVED that the minutes of the Grants to the Voluntary Sector Panel held on 3<sup>rd</sup> March 2022 (minute nos. 1 – 4) be approved as a correct record.

#### **6. APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Policy Officer presented the report to inform the Grants to the Voluntary Sector Panel of the applications for financial assistance received between 1<sup>st</sup> February and 31<sup>st</sup> March 2022, relating to the 2021/22 financial year and the applications for financial assistance received between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, relating to the 2022/23 financial year. Panel views were sought on an application for financial assistance from an organisation which did not meet the General Criteria.

The Panel was also informed of the applications for Welsh Church Acts Fund received between 1<sup>st</sup> February and 31<sup>st</sup> March 2022, relating to the 2021/22 financial year and the applications for Welsh Church Acts Fund received between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, relating to the 2022/23 financial year. Panel views were sought on one application from an individual in relation to the Welsh Church Acts Fund.

Members were advised of the budget allocations for the Voluntary Sector budget. Details of the applications received and approved by the Head of Financial Services and S151 Officer under delegated powers between 1<sup>st</sup> February and 31<sup>st</sup> May 2022 were outlined.

A number of concerns were expressed regarding the Grants to the Voluntary Sector Fund, particularly in relation to the amount remaining in the budget, accessing the funding and the level of grants available. A request was made for a review of the application process, and it was suggested that the minimum amount awarded is raised from £100 to £200. During the course of discussion, it was noted that the latest revision of the General Criteria was 15<sup>th</sup> July 2015 and a further request was made for it to be reviewed. In response, the Policy Officer advised the Panel that the application form will be made available on the Caerphilly County Borough Council website very shortly and the Caerphilly Cares Team will support community groups or individuals in completing the form. It was also agreed that wider promotion of the Grants to the Voluntary Sector Fund would be advantageous. The Policy Officer further clarified that the grant scheme offers very small grants as a contribution towards the running costs of an organisation, there is no formal grant criteria and instead grants are allocated according to a set of 'General Criteria'.

Reference was made to the Welsh Church Acts Fund and a discussion took place surrounding the amount remaining in the budget, the level of grant available and the application process and criteria.

In conclusion to the previous discussions, it was moved and seconded that the principle of establishing a Task and Finish Group to review the criteria and processes for the Grants to the Voluntary Sector Fund and Welsh Church Acts Fund be recommended to S. Harris (Head of

Financial Services and Section 151 Officer). By a show of hands this was agreed by the majority present.

The Panel was referred to Appendix 2 of the report and requested to make a recommendation for approval or otherwise in relation to an application for financial assistance from an organisation which did not meet the General Criteria. In response to a Member's query, the Policy Officer provided clarification and further details on the purpose for which the grant was sought and how much is being sought from or provided by other sources.

Following consideration of the report it was moved and seconded that the recommendations be approved. By way of Microsoft Forms (and in noting there were 8 votes for, 0 votes against and 1 abstention) this was agreed by the majority present.

The Grants to the Voluntary Sector Panel:

- (i) Noted the applications received that met the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services and S151 Officer under delegated powers, and which are reported to the Panel for information.
- (ii) Made a recommendation for approval in relation to an application for financial assistance from an organisation which did not meet the general criteria. This recommendation to be considered and approved or otherwise by the Head of Financial Services & S151 Officer under delegated powers.

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

To approve the application for financial assistance from Kids Cancer Charity in the sum of £1,650.

The Policy Officer continued to present the report and Members were advised of the budget allocations for the Welsh Church Acts Fund. Details of the applications received and approved by the Head of Financial Services and S151 Officer under delegated powers between 1<sup>st</sup> February and 31<sup>st</sup> May 2022 were outlined. A Member drew particular attention to the report which detailed the total Welsh Church Act Funds budget available for 2021/22. The Policy Officer responded to the queries raised and provided clarification on the figures and budget headings.

The Panel was advised that between 1<sup>st</sup> April and 30<sup>th</sup> June 2022, one application was received from an individual in relation to the Welsh Church Acts Fund, attached as Appendix 3. Panel Members were asked to consider the application and make a recommendation as to whether to support the application and if so, the level of grant to be awarded. The recommendation will then be considered and approved or otherwise by the Head of Financial Services and S151 Officer under delegated powers.

## **PUBLIC INTEREST TEST**

The Grants to the Voluntary Sector Panel considered the Public Interest Test, in relation to Appendix 3 of the report, and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

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

## **EXEMPT MATTER**

Following consideration of the report it was moved and seconded that the recommendation be approved. By way of Microsoft Forms and verbal confirmation (and in noting there were 10 votes for, 0 votes against and 0 abstentions) this was unanimously agreed.

The Grants to the Voluntary Sector Panel made a recommendation for approval in relation to one application from an individual under the Welsh Church Acts Fund. This recommendation to be considered and approved or otherwise by the Head of Financial Services and S151 Officer under delegated powers.

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

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

The meeting closed at 6.20 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 21<sup>st</sup> November 2022, they were signed by the Chair.

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CHAIR



## **GRANTS TO THE VOLUNTARY SECTOR PANEL – 21<sup>ST</sup> NOVEMBER 2022**

**SUBJECT: APPLICATIONS FOR FINANCIAL ASSISTANCE**

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



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

- 1.1 To inform the Panel of the applications for Financial Assistance received between 1st June and 30<sup>th</sup> September 2022.
- 1.2 To inform the Panel of the applications for Welsh Church Acts Fund received between 1st June and 30<sup>th</sup> September 2022.
- 1.3 To inform the Panel of one application received from an individual in relation to the Welsh Church Acts Fund received between 1<sup>st</sup> June and 31<sup>st</sup> October 2022, and to seek a recommendation for approval or otherwise.

### **2. SUMMARY**

- 2.1 The report advises Panel members of the budget allocations for both the Voluntary Sector budget and the Welsh Church Acts Fund budget for 2022/23. It also provides details of applications received and approved by the Head of Financial Services & S151 Officer under delegated powers between 1<sup>st</sup> June and 30<sup>th</sup> September 2022.
- 2.2 The report also asks Panel members to consider an application received from an individual in relation to the Welsh Church Acts Fund, and to make a recommendation for approval or otherwise.

### **3. RECOMMENDATIONS**

- 3.1 Panel members note the applications received that meet the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services & S151 Officer under delegated powers, and which are reported to the Panel for information.
- 3.2 Panel Members make a recommendation in relation to an application received from an individual in relation to the Welsh Church Acts Fund. This recommendation will be approved under delegated powers by the Head of Financial Services/S151 Officer.

#### 4. REASONS FOR THE RECOMMENDATIONS

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

#### 5. THE REPORT

##### 5.1 GRANTS TO THE VOLUNTARY SECTOR BUDGET

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

Budget 2022/23	£195,686.00
Less Discretionary Rate Relief (Estimated)	£187,367.00
Remaining Budget	£8,319.00
Carry forward balance from 2021/22	£110,882.67
<b>Total Available Budget 2022/23</b>	<b>£119,201.67</b>
Total 2022/23 Grants awarded previously	£3,790.00
<b>Balance Remaining</b>	<b>£115,411.67</b>

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

- 5.1.3 Between 1<sup>st</sup> June and 30<sup>th</sup> September 2022, 33 new General Criteria awards have been made totalling **£5,330**. These have been approved by the Head of Financial Services & S151 Officer under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below:

Ref	Name of organisation/ individual	Category	Amount awarded
22-GC015	Tredomen Allotment Association	Allotments	£100.00
22-GC016	Loren James Dance Fundraising	Junior Sports Club (over 50 members)	£200.00
22-GC017	Valley Daffodils	Community Groups	£100.00
22-GC018	Application from an individual	Individuals representing Wales at home	£130.00
22-GC019	Machen Ffwrwm Road Allotment Association	Allotments	£100.00
22-GC020	Bargoed Community Choir	Choirs	£100.00
22-GC021	Llanbradach OAP & Over 50's Club	OAP Association without own building	£150.00
22-GC022	Llanbradach OAP Welfare Committee	OAP Association with own building	£300.00
22-GC023	Cascade Keyboard Group	Clubs run From Churches/Chapels	£200.00
22-GC024	Bethel Quilters	Community Groups	£100.00



<b>Ref</b>	<b>Name of organisation/ individual</b>	<b>Category</b>	<b>Amount awarded</b>
22-GC025	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC026	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC027	Application from an individual	Individuals representing Wales at home	£130.00
22-GC028	Application from an individual	Individuals representing Wales at home	£130.00
22-GC029	Application from an individual	Individuals representing Wales at home	£130.00
22-GC030	Application from an individual	Individuals representing Wales at home	£130.00
22-GC031	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC032	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC033	Application from an individual	Individuals representing Wales at home	£130.00
22-GC034	Application from an individual	Individuals representing Wales at home	£130.00
22-GC035	Application from an individual	Individuals representing Wales at home	£130.00
22-GC036	Application from an individual	Individuals representing Wales at home	£130.00
22-GC037	Application from an individual	Individuals representing Wales at home	£130.00
22-GC038	Rhymney Valley Music Club	Community Groups	£100.00
22-GC039	Application from an individual	Individuals representing Wales at home	£130.00
22-GC040	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC041	Pontllytyn Allotment Association	Allotments	£100.00
22-GC042	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC043	Crosskeys Krafters	Clubs run From Churches/Chapels	£200.00
22-GC044	Mount Pleasant Baptist Church Maesycwmmer	Clubs run From Churches/Chapels	£200.00
22-GC045	Application from an individual	Individuals representing Wales abroad	£250.00
22-GC046	Gilfach Ladies Bowling Club	Sports Club (up to 50 members)	£100.00
22-GC047	Fleur-de-Lys History Society	Community Groups	£100.00
		<b>Total</b>	<b>£5,330.00</b>

5.1.4 No applications were received between 1<sup>st</sup> June and 30<sup>th</sup> September 2022 which were outside the General Criteria.

- 5.1.5 After the awards detailed in the table above have been considered, the amount remaining in the current financial year is **£110,081.67**.
- 5.1.6 As previously agreed by the Panel, grants awarded during the 2022/23 financial year that exceed the budget allocation will be funded from the brought forward balances.

## 5.2 WELSH CHURCH ACTS FUND

- 5.2.1 The total Welsh Church Acts Fund budget available for 2022/23 is **£247,003.32**. This consists of the annual allocation from Monmouthshire County Council (**£57,760**), unallocated sums from previous years (**£105,175**) plus an additional **£80,836.45** held by Monmouthshire County Council in relation to previous unallocated underspends.
- 5.2.2 In addition, since the last Panel meeting a project previously approved in 2020-21 (RCK UK Risca Covid Group **£3,231.87**) will not be progressing, so the value of this award has been recycled back into the funding pot.

Budget 2022/23	£57,760.00
Carry forward balances	£105,175.00
Underspend held by MCC	£80,836.45
Underspend from previously approved projects	£3,231.87
<b>Total available budget 2022/23</b>	<b>£247,003.32</b>
Total 2022/23 grants awarded previously	£19,090.18
<b>Balance remaining</b>	<b>£227,913.14</b>

- 5.2.3 Between 1<sup>st</sup> June and 30<sup>th</sup> September 2022, seven applications have been received totalling **£22,418.53**. These have been approved by the Head of Financial Services & S151 Officer under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below.

Ref	Name of organisation	Description	Amount awarded
ORG22-WCF005	Bethel Baptist Church, Penyrheol	Audio & visual system upgrade, redecoration & new lighting	£5,000.00
ORG22-WCF006	Oakdale Baptist Chapel	Painting & decorating of chapel inside & out	£3,200.00
ORG22-WCF007	St Tudor's Church, Mynyddislwyn	Security camera system & replacement gates to church & graveyard	£5,000.00
ORG22-WCF008	Rhiw Syr Dafydd Allotments	Purchase of sheds, water butts and scaffolding boards	£5,000.00
ORG22-WCF009	Bethel Evangelical Church, Nelson	Two new windows and cills for vestry	£2,400.00
ORG22-WCF010	Western Valley Camera Club	Purchase of laptop	£729.99
ORG22-WCF011	New Beginnings	Purchase of various equipment for use by residents	£1,088.54
		<b>Total</b>	<b>£22,418.53</b>

- 5.2.4 Between 1<sup>st</sup> June and 31<sup>st</sup> October 2022, one application was received from individuals in relation to the Welsh Church Acts Fund, and a copy of this application is attached at Appendix 2. Panel Members are asked to make a recommendation in relation to this application, for approval or otherwise.
- 5.2.5 If the grants awarded in previous years but not yet drawn down spend to the maximum amounts allocated, there will be a balance of **£205,494.61** remaining, less any grant award made in relation to 5.2.4 above.

### **5.3 Conclusion**

- 5.3.1 The report summarises all allocations made under the Grants to the Voluntary Sector and Welsh Church Acts Fund budgets between 1<sup>st</sup> June and 30<sup>th</sup> September for the 2022/23 financial year.
- 5.3.2 The report also seeks a recommendation from Panel Members in relation to one application from an individual to the Welsh Church Acts Fund.

### **6. ASSUMPTIONS**

- 6.1 There are no assumptions as the 2022/23 budget has been confirmed, together with carried forward underspends from previous years.

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

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

### **8. FINANCIAL IMPLICATIONS**

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

### **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications.

### **10. CONSULTATIONS**

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

### **11. STATUTORY POWER**

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

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

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

Appendices:

Appendix 1 List of General Criteria  
Appendix 2 IND22-WCF002 Application from an individual

## Appendix 1 - General Criteria

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

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**GRANTS TO THE VOLUNTARY SECTOR PANEL – 21<sup>ST</sup> NOVEMBER 2022**

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

**SUBJECT: APPENDIX 2 – APPLICATION FROM AN INDIVIDUAL IN RELATION TO THE WELSH CHURCH ACTS FUND**

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

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

**EXEMPTIONS APPLYING TO THE REPORT:**

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

**FACTORS IN FAVOUR OF DISCLOSURE:**

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

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

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

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

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

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

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the press and public from the part of the meeting when it considers Appendix 2 to the report.

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

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



**Signed:**

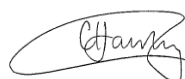
**Date: 9.11.22**

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

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I accept the recommendation made above.

**Signed:**



**Date: 09.11.2022**

**Proper Officer**

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

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