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**Date: 19th November 2014**

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, 26th November, 2014** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

- 1 To receive apologies for absence.
- 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 receive and note the following minutes:-

- 3 Grants Voluntary Sector Panel held on 16th July 2014 (Min nos. 1-7)

To receive and consider the following report(s) from the Acting Director of Corporate Services & Section 151 Officer: -

**A greener place Man gwyrdach**



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

- 4 Discretionary Rate Relief- Verbal Report;
- 5 Applications for Financial Assistance.
- 6 Applications for Financial Assistance Appendix 5

**Circulation:**

Councillors L. Ackerman, Mrs A. Blackman, D.G. Carter, C.J. Cuss, R.W. Gough (Vice Chair), D. Havard, C. Hawker, A.G. Higgs, A. Lewis, K. Lloyd, Mrs G.D. Oliver (Chair), M.J. Prew, R. Saralis, Mrs E. Stenner and Mrs J. Summers

And Appropriate Officers



## GRANTS TO THE VOLUNTARY SECTOR PANEL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK  
ON TUESDAY, 16TH JULY 2014 AT 5.00 PM

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PRESENT:

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

Councillors:

Mrs A. Blackman, C. Hawker, A. Lewis, K. Lloyd and E. Stenner.

Together with:

S. Harris (Interim Head of Corporate Finance), D. Roberts (Principal Group Accountant - Financial Advice and Support), C. Evans (Committee Services Officer).

**1. APPOINTMENT OF CHAIR**

Councillor Mrs Gaynor Oliver was appointed Chair of the Committee for the ensuing year.

**2. APPOINTMENT OF VICE CHAIR**

Councillor Robert Gough was appointed Vice Chair of the Committee for the ensuing year.

**3. APOLOGIES**

Apologies for absence had been received from Councillors C. Cuss, A Higgs and R. Saralis.

**4. DECLARATIONS OF INTEREST**

Councillors C. Hawker and K. Lloyd declared an interest in Agenda Item 5 (2) Revision of Criteria for Financial Assistance, when discussing budget allocation for Allotment grants. Details of the declaration are recorded with the relevant item.

**5. MINUTES – 18TH MARCH 2014**

The Panel received and approved the minutes of the Grants to the Voluntary Sector Panel held on 18th March 2014 (minute nos. 1 - 4; page nos. 1 - 3).

## 6. APPLICATIONS FOR FINANCIAL ASSISTANCE

### 6.1 Statement of Expenditure

Members noted the available budget for 2014-2015 together with the total amounts requested, as detailed within the report.

Further information was sought in regard to how Discretionary Rate Relief (DRR) works and the organisations in receipt of DRR awards. Officers agreed to prepare a detailed report for presentation at the next meeting of the Panel.

### 6.2 Welsh Church Act Fund

The report highlighted that Caerphilly County Borough Council has received written confirmation that the 2014/2015 budget allocation is £40,084.00. Monmouthshire County Council have confirmed that the underspends from previous years of £132,720.00 can be carried forward, resulting in a total available budget for the current year of £172,804.00. Members noted that it has been highlighted that due to the present economic climate, allocations in the future could be reduced considerably due to declining returns on investments.

Members noted the Welsh Church Act Fund applications received and approved by officers since the last meeting in accordance with the agreed criteria as set out in Appendix 4. The total allocated amounts to £7,568.00.

Members' attention was directed to Appendix 5, which provided a breakdown of applications that have exceeded the 18-month time limit to claim funding as set out in the terms and conditions. Members noted this amount totalled £20,075.45, the applicants have received notification that the grant has now been withdrawn.

Members noted the process and the information contained within the report.

### 6.3 Applications for Financial Assistance: Panel Awards

Members were asked to consider the applications listed in Appendix 1 to the report and to make appropriate recommendations to the Acting Head of Corporate Finance for approval.

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

	£
(a) Croespenmaen Baptist Church	£250.00
(b) Newbridge Community Theatre Group	£250.00
(c) Rhymney Valley Music Club	£200.00
(d) Lower Machen Festival	£200.00
(e) Rhymney Valley South Wales Flying Club	£200.00
(f) Cardiac Fitness Solution	£400.00
(g) Blackwood Christian Centre (Oasis)	£50.00
(h) Mid Valleys East (Argoed Ward) Art Society	£100.00

RECOMMENDED that for the reasons outlined at the meeting, the following application for financial assistance be deferred, pending the receipt of further information:-

- (a) The Parent Network

RECOMMENDED that for the reasons outlined at the meeting, the following applications for financial assistance be refused:-

- (a) Aimee Casey
- (b) Newbridge Online
- (c) Salvation Army

#### **6.4 Applications for Financial Assistance: General Criteria Awards**

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

### **7. REVISION OF CRITERIA FOR FINANCIAL ASSISTANCE**

Councillors C. Hawker and K. Lloyd declared a personal interest when discussing budget allocation for Allotment grants, due to involvement with Cefn Fforest Allotment and Pentwyn Allotment respectively. They took no part in the discussion or vote.

In the form of an interactive group discussion and training session Members considered Appendix 2 of the report, which demonstrated how the 2013/14 spend of £24,315.40 could be allocated against a set of proposed revised criteria. During 2013/14 the Panel recommended approval of 39 applications that did not meet the current criteria. These were also reviewed and assigned under suggested new categories. Members were asked to consider the proposed revised criteria and suggest alternative categories and allocations wherever appropriate.

Having consideration for the Council's six Improvement Objects for 2014/15 and the revised criteria and award amounts as presented in Appendix 2, Members recommended to the Interim Head of Corporate Finance that the revised set of criteria be approved under delegated powers.

Members noted that, as a result of the revised criteria, it is anticipated that there would be less grant applications brought to the Panel for their consideration in future meetings.

The meeting closed at 6.06 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

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## GRANTS TO THE VOLUNTARY SECTOR PANEL - 26TH NOVEMBER 2014

**SUBJECT: APPLICATIONS FOR FINANCIAL ASSISTANCE**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151  
OFFICER**

### 1. PURPOSE OF REPORT

- 1.1 To present the Panel with the applications for financial assistance received to date for the current financial year.

### 2. SUMMARY

- 2.1 The report advises Panel members of the budget allocations for both the Voluntary Sector budget and the "Welsh Church Fund" and provides details of applications received.

### 3. LINKS TO STRATEGY

- 3.1 Voluntary and Community Sector organisations make an important contribution to public service provision across the borough and are key participants in the Community Strategy implemented through the Single Integrated Plan Caerphilly Delivers. The Single Integrated Plan has the following priority outcomes: Prosperous Caerphilly; Safer Caerphilly; Learning Caerphilly and Healthier Caerphilly.

### 4. REPORT

#### 4.1 Assistance To Voluntary Sector Budget

- 4.1.1 The Panel's budget for 2014/2015 is as follows:

Budget 2014-15	£255,220.00
Less Discretionary Rate Relief (Estimated)	£234,925.00
Remaining Budget	£20,295.00
Carry forward balance from 2013-14	£83,258.00
Total Budget 2014-15	£103,553.00
Total Grants awarded to date	£7,215.00
Balance Remaining	<b>£96,338.00</b>

- 4.1.2 The Discretionary Rate Relief for 2014-15 is now forecast to be £234,925; this is an increase from the last panel meeting projections of some £12,959. This now leaves a projected budget allocation of £20,295. Together with the carry forward from previous years of £83,258.00 this gives a total budget allocation of £103,553.00. To date grant awards total £7,215.00. Budget remaining for allocation is £96,338.00.
- 4.1.3 The total amount requested in respect of the applications listed in Appendix 1 is **£8,080.00 (5 No.)**. These applications do not meet the revised criteria agreed by Panel at its last meeting, as set out in Appendix 4. Panel Members are asked to consider these applications and make appropriate recommendations to the Interim Head of Corporate Finance for approval under delegated powers.
- 4.1.4 Appendix 2 details those applications that meet the criteria out set in Appendix 4 that have been approved by officers (but not actioned). These total **£6,820.00 (43 No.)**.
- 4.1.5 The balance remaining if all grants requested are awarded as set out in Appendix 1 and Appendix 2 will be £81,438.00.

## 4.2 Welsh Church Act Fund

- 4.2.1 At previous meetings of the Panel it was decided that the following criteria would apply when considering applications for assistance from the Welsh Church Fund.
- (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 is allowed to apply in consecutive years.
- 4.2.2 At the meeting of 13<sup>th</sup> July 2009 Members agreed that in future, officers would approve those groups meeting the Welsh Church Act Fund Criteria, using delegated powers. Such decisions would then be reported to the Panel for information, where Members could ask for further information if required.
- 4.2.3 Caerphilly County Borough Council has received written confirmation from Monmouthshire CC that the 2014/15 budget allocation will be **£40,084.00**. Monmouthshire CC have confirmed that the underspends from previous years of **£132,720.00** can be carried forward, resulting in a total available budget for the current year of **£172,804.00**. Due to the present economic climate, allocations in the future could be reduced considerably due to declining returns on investments.

Budget 2014-15	£40,084.00
Carry forward balances	£132,720.00
Total Budget 2014-15	£172,804.00
Total Grants awarded to date	£7,568.00
Balance Remaining	£165,236.00

- 4.2.4 Applications received since the last meeting are appended in **Appendix 3**. The total of amounts requested in accordance with the agreed criteria is **£4,000.00 (2 No.)**.
- 4.2.5 Appendix 5 contains a list of previously approved applications that have exceeded the 18 month time limit to claim funding as set out in the Terms and Conditions. These applicants have been advised the grant has now been withdrawn. These withdrawn grants total £4,400.00.



## **5. EQUALITIES IMPLICATIONS**

- 5.1 There are no direct equalities implications to this report and so no Equality Impact Assessment has been carried out. Any such assessment would be carried out where more directly relevant to applicants, for example on the criteria for assessing the applications received by the Council.

## **6. FINANCIAL IMPLICATIONS**

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

## **7. PERSONNEL IMPLICATIONS**

- 7.1 There are no personnel implications.

## **8. CONSULTATIONS.**

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

## **9. RECOMMENDATIONS**

- 9.1 That Members consider the applications contained in Appendix 1 and make appropriate recommendations to the Interim Head of Corporate Finance for approval under delegated powers.
- 9.2 That Members note the awards approved as set out in Appendices 2 and 3.
- 9.4 That Members note the process outlined in 4.2.5 in relation to time limits on claiming approved Welsh Church Fund grants.

## **10. REASONS FOR THE RECOMMENDATIONS**

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

## **11. STATUTORY POWER**

- 11.1 Local Government Act 1972 and 2003 and the Councils Financial Regulations.

Author: D. Roberts - Principal Group Accountant (Financial Advice and Support)  
Consultees: Stephen R Harris - Interim Head of Corporate Finance  
A Southcombe - Finance Manager

Appendices:  
Appendix 1 Panel Awards  
Appendix 2 General Criteria Awards  
Appendix 3 Welsh Church Fund Act -2014/2015  
Appendix 4 General Criteria  
Appendix 5 Welsh Church Fund Grants Withdrawn.

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Appendix 1 - Panel Awards

Ref	Name of Organisation	Charity/Vol Org. Etc	Area	Award Sought	Amount Awarded	Background Information	Purpose for Grant	Amounts from Other Sources	Previous Awards	Similar Awards
				£				£	£	£
14/P013	Music In Hospitals	Charity	Borough	500.00		Organise concerts for care homes, special needs schools, hospices and nursing homes	Artists' fees for 4 concerts in Care homes in Caerphilly	0.00	250.00	250.00
14/P014	Helping Hands(Rhymney Cancer Self Help Group)	Charity	URV	800.00		Provide the necessary support and services for the seriously ill residents of URV	20th Anniversary evening meal for volunteers	0.00	250.00	250.00
14/P015	Kids Cancer Charity T/A Christian Lewis Trust	Charity	Borough	2,200.00		Help to improve the quality of life for children who are affected by cancer	Respite breaks for children and their families suffering from cancer	0.00	500.00	500.00
14/P016	Cylch Meithrin Coed duon	Charity	Blackwood	3,500.00		Provide welsh medium childcare, education and activities for pre school children	Replace Windows	0.00	0.00	0.00
14/P017	Pontllanfraith Children's Contact Centre	Charity	Pontllanfraith	1,080.00		Provide a safe environment where children can spend quality time with their non resident family members	Help towards the rent	0.00	0.00	0.00

8,080.00

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Appendix 2 - General Criteria Awards

Reference	Name of Organisation/Individual	Sport	Award Category	Criteria Award
				£
14/GC037	Beverly Rogers	Hockey	Individuals representing Wales abroad.	250.00
14/GC038	Heol Fargoed Allotments		Allotments	100.00
14/GC039	Oakdale Mini Rugby		Junior Sports Club (over 50 members).	200.00
14/GC040	Gaynor Gierak	Hockey	Individuals representing Wales at home.	130.00
14/GC041	New CLURV		Community Groups	100.00
14/GC042	Pontlottyn Art Group		Arts Society	100.00
14/GC043	Brithdir Constitutional Football Club		Sports Club (up to 50 members).	100.00
14/GC044	Thomas Madges	Martial Arts	Individuals representing Wales at home.	130.00
14/GC045	Daniel Wood	Trampolining	Individuals representing Wales abroad.	250.00
14/GC046	Paul Trick	Kickboxing	Individuals representing Wales at home.	130.00
14/GC047	Morgan Trick	Kickboxing	Individuals representing Wales at home.	130.00
14/GC048	Alexander Trowse	Kickboxing	Individuals representing Wales at home.	130.00
14/GC049	Jake Marsden	Kickboxing	Individuals representing Wales at home.	130.00
14/GC050	Carys Trick	Kickboxing	Individuals representing Wales at home.	130.00
14/GC051	Ellyse Gutierrez	Kickboxing	Individuals representing Wales at home.	130.00
14/GC052	Ryan Trowse	Kickboxing	Individuals representing Wales at home.	130.00
14/GC053	McLaren FC		Junior Sports Club (up to 50 members).	100.00
14/GC054	Conor Lees	Gymnastics	Individuals representing Wales abroad.	250.00
14/GC055	Bedwas, Trethomas and Machen Brass Band		Brass and Silver Bands	400.00
14/GC056	Cwmfelinfach Residents Association		Tennants & Residants Association	100.00
14/GC057	1st Caerphilly Rainbows		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (upto 50 men	100.00
14/GC058	Caerphilly Ladies Choir		Choirs.	100.00
14/GC059	Wayne Morgan	Snooker	Individuals representing Wales abroad.	250.00
14/GC060	Bethany Brewer	Table Tennis	Individuals representing Wales at home.	130.00
14/GC061	Elizabeth Roberts	Table Tennis	Individuals representing Wales at home.	130.00
14/GC062	Gwent & Powys Army Cadit Force, Blackwood		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (upto 50 men	100.00
14/GC063	Pentwyn and District Allotment Association		Allotments	100.00
14/GC064	Budokan		Sports Club (over 50 members).	200.00
14/GC065	Darren Morgan	Snooker	Individuals representing Wales abroad.	250.00
14/GC066	Oakdale Racing Pigeon Club		Pigeon Clubs	200.00
14/GC067	Cascade Methodist Church		Clubs run From Churches/Chapels	200.00
14/GC068	Cascade Crafters		Clubs run From Churches/Chapels	200.00
14/GC069	Cascade Luncheon Club		Clubs run From Churches/Chapels	200.00
14/GC070	SHADE(Self Help Against Depression)		Community Groups	100.00
14/GC071	Friends of the Navigation Crumlin		Community Groups	100.00
14/GC072	Cwmcarn Angling Organisation		Sports Club (up to 50 members).	100.00
14/GC073	Lauren Selway	Bowls	Individuals representing Wales at home.	130.00
14/GC074	Martin Selway	Bowls	Individuals representing Wales at home.	130.00
14/GC075	Gary Ray Beagen	Clay Shooting	Individuals representing Wales at home.	130.00
14/GC076	Matthew Hook	Karate	Individuals representing Wales abroad.	250.00
14/GC077	Crai District Scout Council		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 men	200.00
14/GC078	Nelson Cavaliers Football Club		Sports Club (over 50 members).	200.00
14/GC079	All Nations Church Kids Club in Caerphilly		Clubs run From Churches/Chapels	200.00
				<b>6,820.00</b>

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**Appendix 3 - Welsh Church Fund Act -2014/2015**

<b>REF No.</b>	<b>Organisation</b>	<b>Award Sought</b>
14/WCF005	Caerphilly & Guide Association	2,000.00
14/WCF006	St Andrew's Church, Parish of Caerphilly	2,000.00
	<b>TOTAL</b>	<b>4,000.00</b>

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## Appendix 4

Category	New Criteria	Value
a	OAP Association with own building.	£ 300.00
b	OAP Association without own building.	£ 150.00
c	Individuals representing Wales at home.	£ 130.00
d	Individuals representing Wales abroad.	£ 250.00
e	Jazz Bands.	£ 100.00
f	Choirs.	£ 100.00
g	Junior Sports Club (up to 50 members).	£ 100.00
g1	Junior Sports Club (over 50 members).	£ 200.00
h	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (upto 50 members).	£ 100.00
h1	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 members).	£ 200.00
l	St John Ambulance (upto 50 members):- Cadets/Badgers	£ 100.00
j	St John Ambulance (over 50 members):- Cadets/Badgers	£ 200.00
m	Brass and Silver Bands	£ 400.00
n	Allotments	£ 100.00
o	Arts Society	£ 100.00
p	Writers Clubs	£ 100.00
q	Theatre Groups	£ 200.00
r	Community Groups	£ 100.00
s	Beekeepers Groups	£ 100.00
t	Garden Clubs	£ 150.00
u	Tennants & Residants Association	£ 100.00
v	Websites - Initial Design stage only	£ 100.00
w	Pigeon Clubs	£ 200.00
x	Clubs run From Churches/Chapels	£ 200.00
y	Sports Club (up to 50 members).	£ 100.00
z	Sports Club (over 50 members).	£ 200.00
aa	Other - upto max	£ 400.00

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## Appendix 5 - Welsh Church Fund Grants Withdrawn

Organisation	Approved Amounts
Ainon Welsh Baptist Church, Bargoed	2,000.00
Yr Arteri	400.00
Friends of the Navigation	2,000.00
	<b>4,400.00</b>

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