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For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evansca1@caerphilly.gov.uk)

Date: 8th July 2015

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, 15th July, 2015** 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

	Pages
1 To appoint a Chair and Vice Chair.	
2 To receive apologies for absence.	
3 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:-

A greener place Man gwyrdach



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

4 Grants to the Voluntary Sector Meeting held on 25th March 2015 (Minute nos. 1 - 9). 1 - 4

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

5 Revision of Criteria for Financial Assistance (Training).

6 Applications for Financial Assistance. 5 - 16

Circulation:

Councillors L. Ackerman, H.A. Andrews, 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 and Mrs E. Stenner

And Appropriate Officers



GRANTS TO THE VOLUNTARY SECTOR PANEL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK
ON WEDNESDAY, 25TH MARCH 2015 AT 5.00 PM

PRESENT:

Councillors Mrs G.D. Oliver - Chair
Councillor R.W. Gough - Vice Chair

Councillors:

Ms L. Ackerman, Mrs A. Blackman, A.G. Higgs, A. Lewis, K. Lloyd, M.J. Prew, R. Saralis,
Mrs E. Stenner and Mrs J. Summers.

Together with:

D. Roberts (Principal Group Accountant - Financial Advice and Support), G. Elliot
(Communities First Finance Assistant) and E. Sullivan (Democratic Services Officer).

1. APOLOGIES

Apologies for absence had been received from Councillors D.G. Carter, C. Cuss, C. Hawker
and D. Havard and Mr S. Harris (Interim Head of Corporate Finance).

2. DECLARATIONS OF INTEREST

Declarations of interest were received from Councillors Mrs A. Blackman, A.G. Higgs,
R.W. Gough and G.D. Oliver in relation to Appendix 2, Applications for Financial Assistance -
General Criteria Awards. Details are minuted with the respective item.

3. MINUTES – 26TH NOVEMBER 2015

The minutes of the Grants to the Voluntary Sector Panel held on 26th November 2014 (minute
nos. 1 - 8) were received and approved as a correct record.

4. UPDATE ON DISCRETIONARY RATE RELIEF

Mr D. Roberts (Principal Group Assistant – Financial Advice and Support) updated the Panel
on the progress of the Discretionary Rate Relief Policy.

The Discretionary Rate Relief Policy had been presented to the Policy and Resources
Scrutiny Committee in January 2015 for consideration and then recommended to Cabinet on
the 4th February 2015. The Officer confirmed that the only change to the policy presented to
the Panel on the 26th November 2015 was to Top-Up Discretionary Relief. Cabinet had
resolved that this be removed where an organisation occupies one or more rating
assessments properties within the Authority's area, which cumulatively amount to a total
rateable value exceeding £100,000. It was noted that two organisations, Ystrad Mynach

College and College Gwent, would be affected and both had been informed of the change. The Panel were informed that this would generate £90,000 of savings for financial year 2016/17.

The Panel noted the update on the Discretionary Rate Relief Policy.

5. UPDATE ON 2015/16 BUDGET AND FUTURE YEAR ALLOCATIONS

Mr D. Roberts (Principal Group Assistant – Financial Advice and Support) updated the Panel on current allocations, the 2015/16 budget and future year allocations.

The updated forecast for Discretionary Rate Relief for 2014-15 was estimated as £223,095.00. This left a projected budget allocation of £32,125.00 for Grants to the Voluntary Sector, which combined with the carry forward from previous years of £83,258.00 gave a total allocation of £155,383.00. The Officer confirmed that to date, grant awards for 2014/15 total £15,035.00 with a budget of £100,348.00 remaining for allocation.

The Panel were advised that the indicative budget allocation for 2015/16 had been agreed at £229,048.00 of which the projected Discretionary Rate Relief was £228,592.00. This left a projected budget allocation of £456.00. As previously agreed by the Panel the grants awarded during the 2015/16 financial year will be funded from the brought forward balances.

With regard to the Welsh Church Fund Act Fund, the Officer confirmed that written confirmation had now been received from Monmouthshire County Council. The 2014/15 budget allocation will be £40,084.00 and that 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. Confirmation had also been received that the provisional allocation for 2015-16 will be £49,334.00 which is an increase of 9,286.00 on this year's allocation and the carry forward of unspent allocations will be allowed.

The Panel noted the amounts awarded and discussed how to raise awareness of the grants to encourage a greater number of applications. The Officer confirmed that the grants administration could be looked at and although there was no flexibility for change in the award process, there would be for the award amounts. Officer's agreed to look at the award process in other authorities and provide feedback to Members.

During the course of debate reference was made to the best way to signpost prospective applicants to the different grants available. The Chair and Vice Chair reminded Panel Members to be mindful of the code of conduct when discussing grant award amounts with individuals. Members discussed the information available to applicants and were advised that full details could be found on the Caerphilly website. It was noted that a grants booklet could also be obtained from Mr John Elliott in the Policy Unit or Members could refer applicants directly to Officers in the Finance Advice and Support Unit.

Clarification was sought as to how many applications could be submitted by an applicant when representing Wales at both home and away events. Officers confirmed that only one grant allocation would be awarded to an applicant per financial year.

The Panel noted the update on the 2016/16 budget and future year allocations.

APPLICATIONS FOR FINANCIAL ASSISTANCE

6. APPLICATIONS FOR FINANCIAL ASSISTANCE: PANEL AWARDS

Members were asked to consider the applications in Appendix 1 to the report and to make appropriate recommendations to the Interim Head of Corporate Finance for approval under delegated powers.

Having fully considered the applications and for the reason given at the meeting it was moved and seconded that grant applications for Pontllanfraith Children's Contact Centre and Caerphilly Causeway Prospect be awarded and by a show of hands this was unanimously agreed.

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

(i)	Pontllanfraith Children's Contact Centre	£500.00
(ii)	Caerphilly Causeway Prospects	£ 160.00

Having fully considered the application and for the reasons given at the meeting it was moved and seconded that application 14/P019, We Can All Be An Einstein be referred to the Business Enterprise Unit and by a show of hands this was unanimously agreed.

RESOLVED that application 14/P019, We Can All Be An Einstein be referred to the Business Enterprise Unit.

7. APPLICATIONS FOR FINANCIAL ASSISTANCE: DEFERRED AT THE LAST MEETING

In relation to the application 14/P016, Cych Meithrin Coed Dunon, it was noted that the Panel had deferred the award at its last meeting pending further information. Officers confirmed that the applicant had failed to provide the additional information requested and as such no award had been made.

8. APPLICATIONS FOR FINANCIAL ASSISTANCE: GENERAL CRITERIA AWARDS

Councillor A.G. Higgs declared a personal interest in Appendix 2, 14/GC082, in that Lewis Edwards the applicant is known to him.

Councillor Mrs A. Blackman declared a personal interest in Appendix 2, 14/GC083, 2nd Nelson Brownies, in that a member of the 2nd Nelson Brownies is known to her.

Councillor R.W. Gough declared a personal interest in Appendix 2, 14/GC083, 2nd Nelson Brownies, in that his daughter is involved in the Brownie Association.

Councillor Mrs G.D. Oliver declared a personal interest in Appendix 2, 14/GC101, Pontlottyn OAP Association in that the Association is well known to her.

The Panel 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.

9. PANEL AWARDS WELSH CHURCH ACT FUND

The Panel noted the Welsh Church Fund applications received and approved by Officers since the last meeting in accordance with the agreed criteria as set out in Appendix 3 of the report. The total allocation amounts to £6,000.00.

The meeting closed at 5.45 p.m.

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

CHAIR

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GRANTS TO THE VOLUNTARY SECTOR PANEL – 15TH JULY 2015

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 2015/2016 is as follows:

Budget 2015-16	£229,048.00
Less Discretionary Rate Relief (Estimated)	£247,407.20
Remaining Budget	-£18,359.20
Carry forward balance from 2014-15	£90,973.56
Total Available Budget 2015-16	£72,614.36
Total 2015-16 Grants awarded to date	£0.00
Balance Remaining	£72,614.36

- 4.1.2 The projected Discretionary Rate Relief for 2015-16 is £247,407.20. This is £18,359.20 above the available budget. As agreed at the last panel meeting the carry forward from

previous years of £90,973.56 will be used to fund projects for 2015-16. Allowing for the projected overspend on the Discretionary Rate Relief the available balance for schemes is £72,614.36

- 4.1.3 The total amount requested in respect of the applications listed in Appendix 1 is **£4,300.00 (3 No.)**. These applications do not meet the criteria 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 or otherwise 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 **£7,190.00 (44 No.)**.
- 4.1.5 The balance remaining if all grants requested are awarded as set out in Appendix 1 and Appendix 2 will be £61,124.36.

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 13th July 2009 Members agreed that in future, officers would approve applications 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 2015/16 budget allocation will be **£49,334.00**. Monmouthshire CC have confirmed that the underspends from previous years of **£155,235.00** can be carried forward, resulting in a total available budget for the current year of **£204,569.00**.

Budget 2015-16	£49,334.00
Carry forward balances	£155,235.00
Total Available Budget 2015-16	£204,569.00
Total 2015-16 Grants awarded to date	£0.00
Balance Remaining	£204,569.00

- 4.2.4 Details of applications received since the last meeting are set out in **Appendix 3**. The total of amounts requested in accordance with the agreed criteria is **£6,356.67 (4 No.)**.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no direct equalities implications to this report so no Equality Impact Assessment has been carried out.

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 or otherwise under delegated powers.

9.2 That Members note the awards approved as set out in Appendices 2 and 3.

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 -2015/16

Appendix 4 General Criteria

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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
				£				£	£	£
15/P001	SYDIC	Charity	Senghenydd	1,300.00		Engage and encourage young people to make positive contributions to their community	Evening engagement activities			
15/P002	Lower Machen Festival	Charity	Machen	2,000.00		A festival held once a year in Lower Machen	Help towards the Festival	30,000.00	200.00	200.00
15/P003	St Andrew's Church, Penyrheol	Charity	Penyrheol	1,000.00		Promote the mission of the Church in Wales	Help towards a family fun day	1,000.00	400.00	400.00

4,300.00

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Appendix 2 - General Criteria Awards

Reference	Name of Organisation/Individual	Sport	Award Category	Criteria Award
				£
15/GC001	Sporting Individual Representing Country	Taekwon-Do	Individuals representing Wales abroad.	250.00
15/GC002	Sporting Individual Representing Country	Pool	Individuals representing Wales at home.	130.00
15/GC003	Sporting Individual Representing Country	Taekwon-Do	Individuals representing Wales abroad.	250.00
15/GC004	Sporting Individual Representing Country	Inline Roller Hockey	Individuals representing Wales at home.	130.00
15/GC005	Sporting Individual Representing Country	Inline Roller Hockey	Individuals representing Wales at home.	130.00
15/GC006	Sporting Individual Representing Country	Inline Roller Hockey	Individuals representing Wales at home.	130.00
15/GC007	Sporting Individual Representing Country	Dancing	Individuals representing Wales at home.	130.00
15/GC008	WITHDRAWN	WITHDRAWN	WITHDRAWN	0.00
15/GC009	Sporting Individual Representing Country	Dancing	Individuals representing Wales at home.	130.00
15/GC010	Sporting Individual Representing Country	Sledge Hockey	Individuals representing Wales abroad.	250.00
15/GC011	Sporting Individual Representing Country	Dancing	Individuals representing Wales at home.	130.00
15/GC012	Sporting Individual Representing Country	Taekwon-Do	Individuals representing Wales abroad.	250.00
15/GC013	Rhymney Valley Senior Section		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (upto 50 mer	100.00
15/GC014	2nd Caerphilly Brownies		Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (upto 50 mer	100.00
15/GC015	Sporting Individual Representing Country	Inline Roller Hockey	Individuals representing Wales at home.	130.00
15/GC016	Sporting Individual Representing Country	Dancing	Individuals representing Wales at home.	130.00
15/GC017	Sporting Individual Representing Country	Dancing	Individuals representing Wales at home.	130.00
15/GC018	Ael y Bryn Table Tennis Club		Junior Sports Club (over 50 members).	200.00
15/GC019	Tirphil Allotment Association		Allotments	100.00
15/GC020	Trinant and Pentwyn Allotment		Allotments	100.00
15/GC021	Ystrad Mynach Male Choir		Choirs.	100.00
15/GC022	Sporting Individual Representing Country	Fly Fishing	Individuals representing Wales at home.	130.00
15/GC023	Gilfach Old Peoples Welfare Committee		OAP Association with own building.	300.00
15/GC024	Sporting Individual Representing Country	Dancing	Individuals representing Wales at home.	130.00
15/GC025	Sporting Individual Representing Country	Sea Fishing	Individuals representing Wales at home.	130.00
15/GC026	Sporting Individual Representing Country	Fly Fishing	Individuals representing Wales at home.	130.00
15/GC027	Croespenmaen Baptist Church		Clubs run From Churches/Chapels	200.00
15/GC028	Self Help Against Depression		Clubs run From Churches/Chapels	200.00
15/GC029	Sporting Individual Representing Country	Inline Roller Hockey	Individuals representing Wales abroad.	250.00
15/GC030	Sporting Individual Representing Country	Fly Fishing	Individuals representing Wales at home.	130.00
15/GC031	Bargoed Shootkan Karate Club		Junior Sports Club (up to 50 members).	100.00
15/GC032	Llanbradach OAP Welfare Committee		OAP Association with own building.	300.00
15/GC033	Sporting Individual Representing Country	Gymnastics	Individuals representing Wales at home.	130.00
15/GC034	Ashfield Road Allotment Association		Allotments	100.00
15/GC035	Sporting Individual Representing Country	Kickboxing	Individuals representing Wales abroad.	250.00
15/GC036	Sporting Individual Representing Country	Kickboxing	Individuals representing Wales abroad.	250.00
15/GC037	Sporting Individual Representing Country	Kickboxing	Individuals representing Wales abroad.	250.00
15/GC038	Pontlloftyn Art Group		Arts Society	100.00
15/GC039	Gilfach Old Age Pensioners Association		OAP Association without own building.	150.00
15/GC040	Andrews Close & Aeron Place Residents Ass		OAP Association without own building.	150.00
15/GC041	Sporting Individual Representing Country	Hockey	Individuals representing Wales at home.	130.00
15/GC042	Sporting Individual Representing Country	Kickboxing	Individuals representing Wales abroad.	250.00
15/GC043	The Players' Theatre, Gelligaer		Theatre Groups	200.00
15/GC044	Valleys Fibromyalgia		Community Groups	100.00
15/GC045	Sporting Individual Representing Country	Music	Individuals representing Wales at home.	130.00
				7,190.00

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Appendix 3 - Welsh Church Fund Act -2015/16

REF No.	Organisation	Category	Description	Award Sought
15/WCF001	St Thomas Church, Cefn Fforest	Charity Status	Refurb perimeter railings of church	2,000.00
15/WCF002	Ystrad Mynach SDA Church	Charity Status	Renewal of roof	2,000.00
15/WCF003	Lewis Street Methodist Church, Ystrad Mynach	Charity Status	Central Heating boiler, new windows	2,000.00
15/WCF004	Croespenmaen Baptist Church	Voluntary Organisation	Internal Decorations	356.67
	TOTAL			6,356.67

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Appendix 4

Category	New Criteria	Annual Award
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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