



Minutes of Grants Committee Meeting held at 10:00 a.m. on Monday 14th September 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr F Rowberry – Chair
Cllr M Mitchell – Deputy Chair
Cllr RJ Higginson
Cllr G Owen
Cllr IR Shillabeer

Also present: A Vaughan – Temporary Locum Clerk
L Wallington – Community Development Officer
Cllr B Barrett
Cllr J Harris
Cllr A McIntyre
Members of the Public x 4

G1/2026-27 Welcome

The Chair welcomed everyone to the meeting.

G2/2026-27 Apologies for Absence

No apologies for absence were received.

G3/2026-27 Declarations of Interest

Cllr RJ Higginson declared a personal prejudicial interest in Item 6 iv) Caldicot Rugby Club as a member of the club and Item 6 v) Caldicot Male Voice Choir as a previous Vice-President of the club.

Cllr M Mitchell declared a personal non-prejudicial interest in Item 6 xii) Caldicot Foodbank as the Town Council representative for Caldicot Foodbank.

Cllr G Owen declared a personal prejudicial interest in Item 6 v) Caldicot Male Voice Choir.

Cllr F Rowberry declared a personal prejudicial interest in Item 6 iii) Caldicot Town AFC.

A Vaughan declared a personal prejudicial interest in Item 6 xii) Caldicot Foodbank and would not advise on the matter.

G4/2026-27 Public Question Time and Participation

Members received the following questions:

- A question was raised regarding the process for confirming previous Committee minutes, as the minutes had been approved by Full Council.

Officers advised that the process had been introduced previously and would be clarified.

- A question was raised regarding whether grant recipients from the previous financial year had submitted financial reports to Council in accordance with the grants policy.

It was confirmed that none had been received. It was noted that this would be checked, particularly in respect of organisations that had submitted further applications.

- A question was received regarding the Caldicot Town AFC application and whether matters relating to King George V Playing Field should be considered by Full Council as trustee. Concerns were raised that the pitch report had not been forwarded to the trustees.

It was agreed that clarification would be sought.

- A question was raised regarding the approved status of the Council budget and whether the grant applications could be considered.

Officers advised that the Committee's role is to make recommendations to Full Council and that any decision would remain subject to ratification by Full Council. It was noted that the available budget appeared to be based on a draft budget and that clarification was required.

G5/2026-27 Minutes

Members **RESOLVED** to confirm the minutes contained therein:

- Minutes of Grants Committee Meeting held on 13th May 2026

G6/2026-27 Grant Applications

- Portskewett and Sudbrook Junior Football Club - £5,000.00

It was noted that approximately 47% of the club membership were Caldicot residents. Members considered whether the financial information supplied was sufficient under the grants policy, with concerns raised that bank statements and adequate financial information had not been provided.

Members raised concerns regarding Caldicot's boundary. Officers advised that, in accordance with the Grants Policy, applications from organisations outside Caldicot can be considered if they can demonstrate a substantial benefit to Caldicot residents. It was also noted that grants had previously been awarded to organisations based outside the boundary.

Members **RESOLVED** to **recommend** that the application be deferred pending further financial information, and that the application be referred to Full Council once the additional information had been received.

Proposed by Cllr IR Shillabeer, seconded by Cllr G Owen.

- TogetherWORKS Caldicot - £900.00

Members noted that the previously deferred application had since been superseded by a new grant application. Members were informed that a formal resolution was required in respect of the original application.

Members **RESOLVED** to **recommend** that the application be rejected as a new application had been submitted.

Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

iii) Caldicot Town AFC - £7,000.00

Cllr F Rowberry left the meeting at 10:25 a.m.

It was noted that £25,000 was expected from the Welsh FA and that the club intended to contribute £6,612.40. Members considered the reserves held by the club, the project conditions and the risk that the Welsh FA funding could be withdrawn if conditions were not met.

Members **RESOLVED to recommend** to award 50% (£3,500.00) of the requested grant from budget code 3010, subject to the condition that if the Welsh FA funding was withdrawn, the Council grant would be returned.

Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

(Power to spend – Local Government (Miscellaneous provisions) Act 1976 section 19)

iv) Caldicot Rugby Club - £15,306.90

Cllr F Rowberry returned at 10:36 a.m.

Cllr RJ Higginson left the meeting at 10:36 a.m.

Members noted that the application exceeded the remaining available budget and that the club held significant reserves. It was further noted that previous concerns had been raised regarding the high level of reserves, the effectiveness of the proposed fencing and the absence of applications to external funding sources.

Members **RESOLVED to recommend** that the application be rejected.

Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

v) Caldicot Male Voice Choir - £1,768.32

Cllr G Owen left the meeting at 10:47 a.m.

It was noted that supporting information was incomplete. Members considered whether the application could be considered under its discretion but concluded that the required information had not been provided.

Members **RESOLVED to recommend** that the application be rejected.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer.

vi) SARA - £800.00

Cllr RJ Higginson returned at 10:50 a.m.

Cllr G Owen returned at 10:50 a.m.

It was noted that the organisation had received support previously.

Members **RESOLVED to recommend** to award 50% (£400.00) of the requested grant under Section 137.

Proposed by Cllr M Mitchell, seconded by Cllr RJ Higginson.

vii) Monmouthshire Youth Service - £1,855.00

Members noted that the applicant formed part of Monmouthshire County Council and considered whether the grants policy permitted funding to organisations operated or funded

mainly by a statutory body. It was further noted that several sections of the application form had been left blank and no financial information had been supplied.

Members **RESOLVED** to **recommend** that the application be deferred to Full Council, with a request for a completed application and supporting documentation to be provided.
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

viii) Caldicot Musical Theatre Society - £2,500.00

Members noted the benefit of supporting local arts, performance and community participation. Members raised concerns regarding the level of charges imposed for the hire of school facilities for community use.

Members **RESOLVED** to **recommend** to award 100% (£2,500.00) of the requested grant from budget code 2280.

Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

Members **RESOLVED** to **recommend** that the Town Council write to the relevant authority to enquire as to why the hire charges for school facilities were so high for community use.

Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

(Power to spend Local Government Act 1972, section 145)

ix) Friends of Caldicot Library - £318.96

Members noted the increase in newspaper costs and the benefit to residents in providing free access to newspapers.

Members **RESOLVED** to **recommend** to award 100% (£318.96) of the requested grant, under Section 137.

Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

x) Jack Hallett - Team Wales Individual Athlete - £500.00

Members considered a request submitted by email rather than application form, in relation to an individual Caldicot resident. Officers advised that the grants policy did not ordinarily permit applications from individuals and that the application had not been submitted on the standard application form.

Members acknowledged the importance of supporting local residents representing Caldicot at a high level, whilst also noting the policy implications and the risk of setting a precedent.

Members **RESOLVED** to **recommend** that the application be deferred to Full Council for consideration.

xi) Caldicot Events Committee - £10,000.00

Members noted the significant community benefit of the event, including the Town Council's contribution to maintaining affordable ticket prices.

Members **RESOLVED** to **recommend** that Full Council be requested to vire unused funds from other appropriate budget headings, including the Play Scheme budget, where available.
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

Members **RESOLVED** to **recommend** to award 100% (£10,000.00) of the requested grant from budget code 2280 and other approved appropriate budget headings.
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.
(Power to spend Local Government Act 1972 act section 145)

Members thanked the Events Committee for its work in organising community events.

xii) Caldicot Foodbank - £3,000.00

Members noted the direct benefit to residents experiencing hardship and the level of support provided to families and children.

Members **RESOLVED** to **recommend** to award 100% (£3,000.00) of the requested grant, under Section 137.

Proposed by Cllr F Rowberry, seconded by Cllr G Owen.

Cllr M Mitchell declared a personal non-prejudicial interest and abstained from the vote.

xiii) TogetherWORKS Caldicot - £1,500.00

Members acknowledged the information provided regarding previous Christmas Day meals, the involvement of volunteers and the benefit to residents who may otherwise be alone. Members noted that the project was primarily for Caldicot residents and that reusable table linen and equipment may also benefit other community groups.

Members **RESOLVED** to **recommend** to award 100% (£1,500.00) of the requested grant under Section 137.

Proposed by Cllr G Owen, seconded by Cllr IR Shillabeer.

G7/2026-27 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of the Grants Committee is scheduled to be held on Wednesday 10th February 2027.

Locum Clerk Recommendation to Full Town Council: That, as part of its budget review, Council confirms whether a budget line exists for expenditure under section 137. If no provision exists, Council need to review budget allocation from general reserves for any section 137 payments. The Locum Clerk advised that she had not been able to review the relevant budgets during her appointment.

Meeting ended at 11:37 a.m.

Signed **Date**

Chair