



**CALDICOT TOWN COUNCIL**  
**Minutes of Grants Committee held at 10:00**  
**on Thursday, 25th January 2024 at Caldicot Town Council**

Those present :

Chair : Cllr F Rowberry

Councillors : Cllr W Conniff, Cllr RJ Higginson, Cllr M Mitchell, Cllr P Strong

Also in attendance : L Gillespie- Dep Clerk, L Wallington - Admin

**1 Apologies**

Apologies were received from Cllrs M Stevens, W M Sage and F Rowberry.

**2 Declarations of Interest - To be identified under the relevant item/forms to be completed**

Cllr RJ Higginson declared a personal interest in Blue Pheonix Jazz Band.

**3 To consider the attached schedule of applications:**

i) Severn Area Rescue Association (SARA)

Amount requested - £900.00

**Grants Committee resolved to recommend to Council to award 50% of requested grant - £450.00**

ii) Blue Phoenix Jazz Band

Amount requested - £1,500.00

Cllr RJ Higginson left the meeting at 10:05am

**Grants Committee resolved to recommend to Council to award 50% of requested grant - £750.00**

**Grants Committee resolved to recommend to invite Blue Phoenix Jazz Band to participate in 50 Years of Caldicot Festival**

iii) Caldicot Youth Group

Amount requested - £5,000.00

Cllr RJ Higginson rejoined the meeting at 10:10am

Grants Committee acknowledged that grant donation to be made in April 2024.

**Grants Committee resolved to recommend to Council to award 100% of requested grant - £5,000.00**

iv) Caldicot Youth Group

Amount requested - £7,000.00

**Grants Committee resolved to recommend to Council to defer and invite Caldicot Youth Group representative to next meeting**

Meeting ended at 10:30am.

(B)

### DONATION REQUEST - CHECK LIST

Name of Organisation / Applicant	QUEERSPACE SEVERNSIDE
Date Application Received	23/01/24
Constitution / Financial Statements / Audited Accounts Included	_____
Date considered by Town Council	
Amount requested	£900.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME

### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

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### A. APPLICANT DETAILS

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Name of organisation:

Queerspace Severnside

Contact Name: Richey  
Mitchell

Address (of organisation): TogetherWORKS, Woodstock Way, Caldicot

Post Code: NP26 5DB

Tel No.: [REDACTED]

E-mail Address: [queerspace.severnside@gmail.com](mailto:queerspace.severnside@gmail.com)

What are the aims and purposes of your organisation?: We are a support group for Trans+ people in and around Caldicot. While we primarily support Trans+ people we aim to improve the lives of LGBT+ people in our community generally by allowing members to meet likeminded people for social reasons and to support one another. We feel the group is especially important as many members of our community report feeling isolated and that there are limited options for LGBT+ support groups in our area. We value providing this free of charge for as many people as possible, making our group accessible and supportive for all.

Is the organisation a registered charity? NO

If YES, what is the registration number?

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### B. FINANCE FOR THE PROJECT

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Amount you are requesting from Caldicot Town Council £900

What will be the total cost of the project? £ 2500

How will the project be funded in total? We have applied for £1000 from GAVO. The rest will be made up by our own fundraising.

Have you ever received a grant from Caldicot Town Council? NO

Please provide details:

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## C. DETAILS OF PROJECT

**Title of project:** CALDICOT PRIDE 2024

**Description of Project:** We will be holding the first ever Pride event in Caldicot which is open to all ages. This will be at TogetherWorks on 10/08/2024. The main aim of this event is to promote inclusivity in our community by celebrating diversity with a view to building a more equal Wales which is made up of cohesive communities which value and support one another. We are planning to have a stage, to host a number of live acts such as musician entertainers and artists, promoting a Wales of vibrant culture. Our ultimate aim is to bring the community together, and to raise awareness of the LGBT+ community on a local scale- currently, people need to travel quite some distance to attend a Pride event, and we want to bring this home to the community of Caldicot. In the past these events tended to be limited to large cities, but in recent years we have seen smaller cities and towns join in with this, including Newport, Abergavenny and Usk. We attended many of these events as a group last year, including running stalls and participating in marches, and the opportunity to bring the fantastic feelings of celebration, acceptance and inclusivity to Caldicot would be a great achievement which will bring the community together. Our group has been in operation for around 18 months and for our members, hosting a Pride in our hometown of Caldicot has been a goal we've aspired to for some time now. We want to do this because we value diversity, and want to raise awareness of and support for the LGBT+ community in the town where our members grew up and still live today. Hosting this event with live music, food, celebration and the opportunity to network and meet like-minded people means we are giving our community an inclusive and fun-filled event which will bring us all together.

**Who will benefit from the project?:** The people of Caldicot will benefit from this community event, which aims to draw in a large number of residents to celebrate diversity together.

**Approximately how many of those who will benefit are residents of Caldicot?:** We expect that while this event will draw in new visitors to the town, a large proportion of those who will benefit will be Caldicot residents. The main purpose of this event is to support and raise awareness of the LGBT+ community on a *local* scale- we have seen a large number of Pride events pop up in nearby towns such as Abergavenny and Usk, and the primary aim of this event is to bring Pride home to Caldicot for the benefit of its own residents in a similar way.



#### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

#### E. DECLARATION

I declare that the above information is correct.

Signature

Date 22/01/2024

Name and position within organisation: Group Leader

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

#### IMPORTANT INFORMATION

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you

in relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail

understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

understand that my personal data will not be shared with any third parties.

Signed .....

Date ...22/01/2024.....

C

### DONATION REQUEST - CHECK LIST

Name of Organisation / Applicant	WALK, TALK, MOVE
Date Application Received	22/2/24
Constitution / Financial Statements / Audited Accounts Included	—
Date considered by Town Council	
Amount requested	£1,500.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

Name of organisation *WALK, TALK & MOVE*  
Contact Name *PAULINE HAYWARD*  
Address (of organisation) [REDACTED] Post Code [REDACTED]  
Tel No. [REDACTED]  
E-mail Address [REDACTED]  
What are the aims and purposes of your organisation?  YES/NO (please delete)  
Is the organisation a registered charity?  
If YES, what is the registration number? *See attached letter.*

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council *£1,500*  
What will be the total cost of the project? *£ unknown.*  
How will the project be funded in total? *Grants*  
Have you ever received a grant from Caldicot Town Council?  YES/NO  
Please provide details:

#### C. DETAILS OF PROJECT

Title of project *Walk, Talk & Move.*  
Description of project *Safe space for those with Dementia*  
Who will benefit from the project? *Those identified and diagnosed with Dementia*  
Approximately how many of those who will benefit are residents of Caldicot?  
*All*





#### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

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#### E. DECLARATION

I declare that the above information is correct.

Signature

[Redacted Signature]

Date 21-02-2024

Name and position within organisation

Volunteer

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

#### IMPORTANT INFORMATION

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I understand that my personal data will **not** be shared with any third parties.

Signed ... [Redacted Signature] .....

Date 21-02-2024

Dear Mayor and Town Councillors

We are hoping to establish a new group on a Wednesday morning, in the church hall specifically for those living with dementia. It is to be called 'Walk, Talk and Move.'

The aim of the group is to combat loneliness and encourage friendships through social interaction and physical movement; talking therapies such as telling their life story, reminiscing to improve someone's mood, stimulation through singing and music, staying active mentally and physically, walking in the fresh air down to the Castle grounds or up through the park.

In inclement weather they would remain in the church hall where the flooring is level and one continuous colour and has wide doors and is an ideal size. Important for those who would see a change in the flooring from wooden flooring to carpet where they would perceive the carpet as a 'hole'. They would be encouraged to play games to help their coordination and concentration such as throwing a bean bag into a bin, skittles, darts with a 'sticky' dart board plus movement and exercise for fun. They would not be able to cope with crafts.

The group would be staffed by MCC support workers and volunteers and include light refreshments of tea and biscuits.

The hall will have to be rented @ £12 an hour for two hours most weeks of the year. The church has allowed our other groups to use the hall free of charge but we cannot expect them to allow a third group to have it for free so we are asking the Town Council to look favourably at this grant application.

①

### DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT EVENTS COMMITTEE -CALDICOT SUMMER EVENT
Date Application Received	22/2/24
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£12,000.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



#### 4. After Receipt of the Grant

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#### A. APPLICANT DETAILS

Name of organisation [REDACTED]  
Contact Name [REDACTED]  
Address (of organisation) [REDACTED] Post Code [REDACTED]  
Tel No. [REDACTED]  
E-mail Address [REDACTED]  
What are the aims and purposes of your organisation? *No*  
YES/~~NO~~ (please delete)  
Is the organisation a registered charity? *Put on events in Caldicot.*  
If YES, what is the registration number?

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council *£12,000*  
What will be the total cost of the project? *£ within budget.*  
How will the project be funded in total? *Reserve & grants*  
Have you ever received a grant from Caldicot Town Council? *YES/NO*  
Please provide details: *For at least 20 years the Council has supported our events*

#### C. DETAILS OF PROJECT

Title of project *CALDICOT SUMMER EVENT / SWITCH ON OF CHRISTMAS LIGHTS*  
Description of project  
Who will benefit from the project? *To provide free events for the people of Caldicot. Everyone within & around Caldicot.*  
Approximately how many of those who will benefit are residents of Caldicot?  
*All.*



#### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

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#### E. DECLARATION

I declare that the above information is correct.

Signature   
Name and position within organisation  
TREASURER

Date 21-02-2024

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

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Signed ...  .....

Date ... 21-02-2024 ...

## Caldicot Events Committee

### Summer event 2023

#### Income

Town Council Grant	£5,000.00	
Stalls	£325.57	
Fun Fair	£250.00	
Bouncy Castle	£80.00	
<b>Total</b>	<b>£5655.57</b>	<b>£5655.57</b>

#### Expenditure

Event set up	£3594.50	
Security	£834.39	
Medical	£350.00	
Waste Management	£550.00	
Rainbow Gecko	£400.00	
Dixieland Band	£180.00	
Birds of Prey	£75.00	
Insurance	£385.00	
Hire Castle Field	£538.00	
<b>Total</b>	<b>£6906.89</b>	<b>£6906.89</b>
	<b>Deficit</b>	<b>£1251.32</b>

## Caldicot Events Committee 2023

### Christmas Event

#### Income

Town Council

£5,000.00

Traders

£475.00

**Total**

**£5,475.00**

**£5475.00**

#### Expenditure

Event set up

£2816.00

Security

£695.00

Medical

£350.00

Waste Management

£175.00

Insurance

£290.00

Santa

£75.00

Selection Packs

£384.48

**Total**

**£4785.48**

**£4785.48**

**+£689.52**

(E)

### DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT EVENTS COMMITTEE - CALDICOT FIREWORKS
Date Application Received	22/2/24
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£18,000.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	





#### 4. After Receipt of the Grant

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#### A. APPLICANT DETAILS

Name of organisation [REDACTED]  
Contact Name [REDACTED]  
Address (of organisation) [REDACTED]  
[REDACTED] Post Code [REDACTED]  
Tel No. [REDACTED]  
E-mail Address [REDACTED]  
What are the aims and purposes of your organisation?  YES/NO (please delete)  
Is the organisation a registered charity?  YES/NO (please delete)  
If YES, what is the registration number? *To stage a Firework display at Caldicot Castle.*

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council *£ 18,000*  
What will be the total cost of the project? *£ unknown but hopefully*  
How will the project be funded in total? *Grant within budget.*  
Have you ever received a grant from Caldicot Town Council? *YES/NO + Trades income*  
Please provide details: *Last year a grant of £5,000.*

#### C. DETAILS OF PROJECT

Title of project *CALDICOT FIREWORKS AT CALDICOT CASTLE*  
Description of project *Firework display + Trades.*  
Who will benefit from the project? *People of Caldicot.*  
Approximately how many of those who will benefit are residents of Caldicot? *All.*



**D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

**E. DECLARATION**

I declare that the above information is correct.

Signature

[Redacted Signature]

Date 21-02-2024

Name and position within organisation

PAULINE HAYWARD TREASURER

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

**IMPORTANT INFORMATION**

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understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

understand that my personal data will not be shared with any third parties.

Signed ..... [Redacted Signature] .....

Date 21.02.2024



*Secretary: Mrs Pauline Hayward 12 Wentwood View, Caldicot NP264QG  
Tele.No 01291422759 e-mail: [hayward100@gmail.com](mailto:hayward100@gmail.com)*

Caldicot Events Committee put on three events last year which were all well attended and deemed to be a success. On a few occasions we were let down by 'acts' who failed to turn up but we managed to fill those gaps through the generous spirit of others who stepped forward at the last moment.

There were no incidents at any of the events and we were well covered by Security, Medical Aid and insurance should any incidents have occurred. We also cover Waste Management and employ litter pickers to constantly monitor the areas involved. We seek the consent of ESAG (Event Safety Advisory Group) for each of our events.

Two of our events are free to the people of Caldicot. Unfortunately at Christmas we lost the support of Wilko who for many years supplied some of our selection packs for Santa to distribute to the children. However their 'Wilko Workers Charity Fund' gave £1000 to the Committee to specifically cover the cost of selection packs for last year and this year and B&M in Chepstow gave a discount of 10% when the selection packs were purchased from them. The remaining selection packs after the event were distributed at the Community Café Christmas party to both the elderly and the nursery children who attended and the remaining box has gone to Ukraine for children there.

We do not generate much income from the events as we help local acts and charities to showcase themselves at no cost to themselves and we try to put on an event within the budget. Unfortunately the rise in the cost of Security, Medical Aid and Insurance have all risen which squeezes the budget. The budget only works thanks to the generosity of Committee members and some discounts obtained. Also we are having to pay MCC for the use of the Castle field which uses up a significant amount of our budget.

The exception to events being free; last year the Fireworks at Caldicot Castle staged at the request of the Town Council had to charge an entry fee. As you can see from the breakdown of the event, the cost exceeded the amount of grant and we were unable to make it a free event and had to charge entry to cover the shortfall. Applications had to be made to obtain tickets to keep the numbers at a manageable level. Children under three went free. The event was a success but we had to pay £1,845.00 to MCC to use the Castle field and then required to pay an additional

£513 to MCC. Members of the Events Committee have absorbed some costs for the last two years.

This year the Events Committee are involved in the celebrations for the 50<sup>th</sup> anniversary of the village becoming a town on the 13<sup>th</sup> July and our Summer Event on 14<sup>th</sup> July on the Castle field is already being planned. Fireworks and Christmas will then follow.

Pauline Hayward  
Secretary/Treasurer  
Caldicot Events Committee

(F)

### DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT COMMUNITY CAFE
Date Application Received	22/2/24
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£1,000.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

Name of organisation [REDACTED]  
Contact Name *PAULINE HAYWARD*  
Address (of organisation) [REDACTED]  
Post Code [REDACTED]  
Tel No. [REDACTED]  
E-mail Address [REDACTED]  
What are the aims and purposes of your organisation? *YES/NO (please delete)*  
Is the organisation a registered charity? *To provide a safe space with fellowship*  
If YES, what is the registration number? *for the elderly, lonely and vulnerable.*

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council *£ 1,000*  
What will be the total cost of the project? *£ Unknown*  
How will the project be funded in total? *Grant.*  
Have you ever received a grant from Caldicot Town Council? *YES/NO*  
Please provide details: *Last year & previously for the same group*

#### C. DETAILS OF PROJECT

Title of project *CALDICOT COMMUNITY CAFE*  
Description of project *Provides friendship & companionship for the elderly, lonely & vulnerable.*  
Who will benefit from the project? *Anyone who wishes to participate*  
Approximately how many of those who will benefit are residents of Caldicot? *All.*



#### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

#### E. DECLARATION

I declare that the above information is correct.

Signature

Name and position within organisation

Date 21-02-2024

PAULINE HAYWARD - VOLUNTEERY COMMITTEE MEMBER

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

#### IMPORTANT INFORMATION

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relation to this hire agreement:

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I understand that my personal data will not be shared with any third parties.

Signed ...

Date 21-02-2024

## Caldicot Community Café

### Income

Balance brought forward	£510.77	
Cash in hand	£181.16	
Caldicot Town Council	£1500.00	
Donation	£55.00	
	£9.35	
<b>Total</b>	<b>£2256.28</b>	<b>£2256.28</b>

### Expenditure

Fairtrade Easter Eggs	£90.00	£90.00
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### Coronation

Food	£142.32	
Balloons	3.25	
<b>Total</b>	<b>£145.57</b>	<b>£145.57</b>

### Castle picnic

Food	£110.40	
Tea/coffee/hot chocolate	£97.20	
Games (for the elderly)	£30.00	
<b>Total</b>	<b>£237.60</b>	<b>£237.60</b>

### Equipment

2 Sandwich makers @ £41.99	£83.98.	
Soup maker	£47.99.	
Craft materials	£59.50	
Jigsaws (4x500 piece)	£12.50	
Jigsaw Board	£22.00	
<b>Total</b>	<b>£225.97</b>	<b>£225.97</b>

### Christmas

Adult gifts	£116.58	
Sweets adults	£24.00	
Christmas Crackers	£15.00	
Children's gifts	£80.35	
Sweets (children)	£16.00	
Food	£258.36	



<b>Total</b>	<b>£510.29</b>	<b>£510.29</b>
<b>Refreshments –Tea/coffee/cake/biscuits</b>	<b>£98.34</b>	<b>£98.34</b>
<b>Cash in hand (Joyce Norfolk)</b>	<b>£82.74</b>	
<b>Money in Building Society</b>	<b>£865.77</b>	

Names(s)

CALDICOT COMMUNITY CAFE

Account Number and Type:

██████████  
COMMUNITY SAVER (ISSUE 2)

Date		Details		Receipts	Withdrawals	Balance
01	New Account					*****
02	10 NOV 21	10/15/TINAC	RCCO	1000.00		1000.00
03	09 DEC 21	20/15/SSSTONE	WDCA		300.00	700.00
04	17 MAR 22	12/15/LWATKINS	WDCA		200.00	500.00
05	31 MAR 22	0/01/STUARTA	CAPD			501.42
06	14 APR 22	11/15/ANDREAE	WDCA	1.42		401.42
07	10 AUG 22	23/15/TINAC	RCCO	1000.00		1401.42
08	17 AUG 22	12/15/NEILS	WDCA		100.00	1301.42
09	15 NOV 22	14/15/NEILS	WDCA		300.00	1001.42
10	31 JAN 23	13/15/ANDREAE	WDCA		500.00	501.42
11	31 MAR 23	0/01/LEES	CAPD	9.35		510.77
12	21 JUL 23	12/15/NEILS	RCCO	1500.00		2010.77
13	01 AUG 23	24/15/LWATKINS	WDCA			1610.77
14	03 OCT 23	9/15/ANDREAE	WDCA		400.00	1310.77
15	17 NOV 23	27/15/NEILS	RCCO		300.00	1365.77
16	28 NOV 23	14/15/WILLM	WDCA	55.00		865.77
17						
18						
19						
20						

## Caldicot Community Café report 2023

2023 was another busy year for our Community Café held on Tuesday and Friday mornings in the church hall, run by volunteers with support from the MCC support workers.

New members have been added particularly on a Friday where lunch is provided. We purchased two sandwich makers and a soup maker as a healthy alternative to the fish and chips we used to buy in. The participants contribute £2 towards the cost. They are the more challenging and elderly of the two groups and their session lasts an hour longer to accommodate lunch. They are frequently joined by the Red Robin Nursery children and now by Class one from Castle Park School. The children have squash and biscuits and mix with the elderly participants. Most Fridays are devoted to craft activities with an occasional game of Bingo and Jigsaws.

The Tuesday sessions include the Eucharist, tea, coffee, cake and biscuits, a lot of chatting and the occasional game of Bingo where donated prizes can be won and always Jigsaws to be completed.

Last year we had several special events to celebrate and enjoy.

We began with Easter when Easter cards were made and sun catchers decorated. Everyone went home with a Fair Trade Easter Egg. This was followed by the Coronation of King Charles III. We decorated the church hall re-using the decorations kept from the Queen's Jubilee the previous year and balloons and had afternoon tea with the sandwiches supplied by the Baguette shop in the town centre and cakes from the volunteers and entertainment by the Hatters.

In August we had a picnic in the Castle. The Castle opened an hour early to accommodate us. We bought in sandwiches and cakes from the Baguette shop who delivered them to us in the Castle. Together Works brought the rickshaw and gave the ladies rides around the bailey and we had a selection of 'large games' to be played such as Connect 4, Throwing the Bean Bag etc. which attracted visiting children to join in so a good time was had by all.

Christmas was the biggest of our celebrations. The children from the Red Robin Nursery came to see 'Santa' and to entertain us with songs, some in

Welsh. Santa gave out presents to the adults and the children and everyone received sweets and a selection pack (donated by the Events Committee following their Christ Light Switch on event). The food came from the Baguette shop and cakes and mince pies were donated by the volunteers.

Plans are already underway for the coming year with Easter where instead of purchased Easter Eggs we will make chocolate nests to be filled with small chocolate eggs.

We have put in a request to the Castle to once again have a picnic in June.

We are planning to acknowledge the 50<sup>th</sup> anniversary of the village becoming a town and of course there is Christmas.

We are constantly made aware of those in the community who still need companionship and fellowship and we thank the Mayor and Town Councillors for their continued support.

Pauline Hayward

Caldicot Community Café Volunteer and Committee member

(G)

### DONATION REQUEST - CHECK LIST

Name of Organisation / Applicant	CAUDICOT MUSICAL THEATRE SOCIETY (CMTS)
Date Application Received	26/02/24
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£7,000.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME

### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, In other words:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture
- A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

Name of organisation

CMTS (Caldicot Musical Theatre Society)

Contact Name

Jo Postle

Address (of organisation)

Post Code

Tel No.

E-mail Address cmts\_info@yahoo.co.uk

What are the aims and purposes of your organisation?

Promote, maintain, improve & advance education and appreciation of the arts in all forms among the people of Caldicot and surrounding area.

Is the organisation a registered charity?

YES/NO (please delete)

If YES, what is the registration number?

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council £7,000

What will be the total cost of the project? £14,000

How will the project be funded in total?

The project will be 50% funded by CMTS and match funded by Caldicot Town Council

Have you ever received a grant from Caldicot Town Council? YES/NO

Please provide details:

Received contribution towards the rights for Sister Act in 2023 amounting to £1,500



### C. DETAILS OF PROJECT

**Title of project**

Caldicot Arts and Wellbeing Community Centre

**Description of project**

We have been given the opportunity to raise funding for a project through the Community Ownership Fund (we have received approval of the expression of interest). The project will involve the raising the necessary funds through the COF and Big Lottery Fund to purchase and fully refurbish a building in Caldicot which will then provide a community centre for the arts and wellbeing.

In order to gain the match funding for the project we need to employ a consultant to work with us who will help to complete the needs assessment, community feedback and consultation, write the application(s) and manage the fund raising process. The cost of this will be in the region of £14,000. CMTS have the funds to match fund this if the Council are able to assist with 50%.

We firmly believe this is a very feasible and exciting project and having done something similar with the Hub at Castlegate we know it would be a success and provide an invaluable community resource.

**Who will benefit from the project?**

The entire community of Caldicot (and surrounding areas) who wish to use the facility.

**Approximately how many of those who will benefit are residents of Caldicot?**

100% if they choose to use the facility

### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

### E. DECLARATION

I declare that the above information is correct.

Signature

Name and position within organisation

Jo Postle, Vice Chair

Date 26/02/2024





Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

**IMPORTANT INFORMATION**

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you

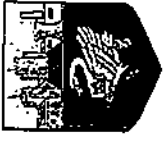
In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data will not be shared with any third parties.

Signed ..... Date 26.12.14.....



## CALDICOT TOWN COUNCIL GRANTS SCHEME



### 1. Overview

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### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants


- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.

### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

Name of organisation Caldicot Town

Contact Name Julian Williams email 

Address (of organisation)

Caldicot Town Football Club

Jubilee Way

Caldicot NP26 4NA

Wales

What are the aims and purposes of your organisation?

The purpose of Caldicot Town Football is to

- create a safe, respectful and inclusive **ENVIRONMENT** where everyone involved with the club can have fun and enjoy the game.
- provide age-appropriate **COACHING** and help players to;
  - develop **TECHNICAL** skills and ability;
  - improve **MOVEMENT** skills and **PHYSICAL FITNESS**;
  - improve **DECISION-MAKING** and **SPACIAL AWARENESS**;
  - be **COMPETITIVE** and learn how to win and how to lose; and
  - learn important **LIFE SKILLS** such as co-operation, teamwork, leadership, communication and friendship;
- be **WELL MANAGED** by a team of enthusiastic and committed volunteers;
- be **SUCCESSFUL** both on and off the pitch;
- be **VALUED** by our members and the wider community that we serve;

Our future plans are to increase the number of children, and in particular the number of girls, playing football with the Club.

In the long term we'd like to improve and accommodate as much of our training and home match requirements as possible.

Is the organisation a registered charity? No

If YES, what is the registration number?

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council	£4000
What will be the total cost of the project?	£8000
How will the project be funded in total?	funding raising and sponsorship
Have you ever received a grant from Caldicot Town Council?	NO

Please provide details:

#### C. DETAILS OF PROJECT

Title of project

Improvement to playing facilities

**Description of project**

The project is to improve the pitches at Jubilee way..

Over the last few years we have due to the popularity and the quality of our offering seen an huge uptake in the number of young people and older adults especially girls/ladies wanting to participate in football .

However due to the demand and the change in weather maintaining the pitches as become a balancing act, it is our ability to offer all of our teams the opportunities they deserve in their enjoyment and development of the game. This season alone our young players have lost 75% of their playing time due to the reduced capacity.

This year we have engaged with professional contractors on how we can improve and enhance the surface of the pitches and a phased approach allows us to firstly improve capacity.

**Who will benefit from the project?**

The benefits are huge to everyone , the Club would be a flagship for the community with the potential to have greater game capacity , as are the moment we are losing games in the 6-16 age group as these are cancelled and not replayed .Which leads to players dropping out and missing essential opportunities .

Due to our position more games means greater footfall to the town centre.

By improving the playing surface we look to allow us to offer more opportunities for the teams to play on the main pitch as well as a better surface for the training of all players reducing the risk of injuries.

The project will be ongoing as we learn to adapt the surfaces to meet the demands of the environment, whilst maintain its look and beauty for all the community to still enjoy.

Approximately how many of those who will benefit are residents of Caldicot?

95% of our players are resident of Caldicot

**D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

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**E. DECLARATION**

I declare that the above information is correct.

Signature

Date

Name and position within organisation Lead Coach Senior

and Junior Football

**Please return form to:** Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

**IMPORTANT INFORMATION**

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I understand that my personal data **will not** be shared with any third parties.

Signed ..  ..... Date ...05-03-24.....

(I)

### DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT TOWN ASSOCIATION FOOTBALL CLUB
Date Application Received	7/3/24
Constitution / Financial Statements / Audited Accounts Included	—
Date considered by Town Council	
Amount requested	£8,223.26
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME

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- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.





#### 4. After Receipt of the Grant

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### A. APPLICANT DETAILS

<b>Name of organisation</b>	Caldicot Town Association Football Club
<b>Contact Name</b>	Kath Grenyer (General Committee Member)
<b>Address (of organisation)</b>	Jubilee Way, Caldicot, Monmouthshire
<b>Tel No.</b> [REDACTED]	<b>Post Code</b> [REDACTED]
<b>E-mail Address</b>	[REDACTED]
<b>What are the aims and purposes of your organisation?</b>	We are a not-for-profit organisation who operate inclusive football for infants, youth and adults of all ages as well as provide a social club setting for members, teams, supporters and the wider community.
<b>Is the organisation a registered charity? If YES, what is the registration number?</b>	NO

### B. FINANCE FOR THE PROJECT

<b>Amount you are requesting from Caldicot Town Council</b>	£8,223.26 (inc VAT) for 10 accessible outdoor tables, made from recycled materials
<b>What will be the total cost of the project?</b>	£28,223.26
<b>How will the project be funded in total?</b>	£20,000 will be the investment that the football club will fund to complete improvements to the front of the club.
<b>Have you ever received a grant from Caldicot Town Council?</b>	NO
<b>Please provide details:</b>	

### C. DETAILS OF PROJECT

**Title of project**  
AFC- Accessible, Friends, Comfortable



### **Description of project**

Over the last 6 months, Caldicot Town Football Club has, and continues to invest significantly in the appearance of the club from the path that runs adjacent to the clubhouse and from Jubilee Road and beyond. This has included seeking planning permission to remove unsightly wire fencing and barbed wire which could potentially cause injury to passers-by. To create a more welcoming approach to the clubhouse, a sympathetic brick wall with pillars has been built at significant cost, paid for from club funds only. Further work to commission bespoke fabricated fence panels is underway and is scheduled to be completed in the coming months.

Research into our non-football outdoor areas confirms that over the years, the club has provided members, players and visiting teams with outdoor seating however, these 'picnic benches' make it very difficult for members and visitors with mobility issues to use these due to having to raise their legs over a wooden 'A' frame. As a result, chairs from inside the club are taken outside to allow such members to engage with our member community. We have also had instances of children falling between the seat and table edge. We have received comments and suggestions about the main issues and what type of outdoor furniture could resolve this situation.

Further research into more accessible outdoor furniture has confirmed that the type of product that would meet our requirements and provide greater access enabling our less mobile members and members of the public who frequent the club to be equally able to use these facilities, irrespective of mobility issues.

Research has provided an insight into the products that could meet our needs. The options we have considered based on stakeholder feedback is to have a picnic-style bench that would not require the user to raise their legs over woodwork to sit down, and potentially lose balance and fall, causing injury and distress. Products that are open-ended and simply require users to slide onto the seating are widely available in both wood and recycled materials. There are a number of different designs, made from different materials available on the market, at different price points. These include the following options:

**Option 1 – Solid and accessible picnic bench made from recycled materials without backrests**

**Option 2 – Solid wood, accessible picnic bench with backrests**

**Option 3 – Square picnic table made from recycled materials**

**Option 4 – Picnic bench made from recycled materials with wheelchair access**



### **Operational Considerations**

Each year, we convene a group of members to help us prepare the club, its grounds and outdoor socialising areas for the coming season. Over the years, this has included undertaking maintenance of our existing wooden patio tables by means of sanding back and applying 2 coats of new wood stain. This is a time-consuming task that takes many hours and many people to complete.

It is because of the financial and human resources costs that our preferred option would be to replace existing wooden picnic benches, with benches made from recycled materials. These do come at an increased initial cost however, would be in keeping with our sustainable operations and purchasing plan.

Option 1 is an interesting concept as it combines space for wheelchairs as well as seating. Customers have told us that seating with backrests would be more comfortable and likely lead to them spending more time at the club and time in Caldicot Town Centre and the wider community.

Option 2 would still require us to sand and stain these benches on an annual basis. There is also an increased risk of rot, based on the amount of wood making direct contact with the floor.

Options 3 and 4 are our preferred options however, access for wheelchairs is desirable despite the fact that we have not experienced many occasions where there has been need for such facilities. We are of the opinion that this is because our outdoor space does not currently accommodate members and other guests who are wheelchair-bound.

Option 4 would also provide space for members or visitors with young children of pushchair age. This would make this option more versatile and therefore cater for more customers.

### **Who will benefit from the project?**

Club members and members of the Caldicot community will experience the now much improved welcome and outdoor space, close to town centre amenities. Visitors to the club will also see that the club is committed in providing everyone who visits the club with a comfortable environment to relax following home football matches, increasing the time they stay at the club which will have a positive impact on sales and our ability to reinvest profits into other projects with Wellbeing and future generations at the forefront of our facilities planning and development.

This project will also benefit our maintenance team who can redirect their time away from sanding and painting wooden patio furniture on an annual basis, to improving inclusivity in football and progressing our plans to improve accessibility inside the clubhouse.



**Approximately how many of those who will benefit are residents of Caldicot?**

With the exception travelling away players, management and supporters, all those benefiting from this project are residents of Caldicot.

#### **D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

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#### **E. DECLARATION**

I declare that the above information is correct.

Date 3 March 2024

Signature

Name and position within organisation

General Committee Member

**Please return form to:**

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

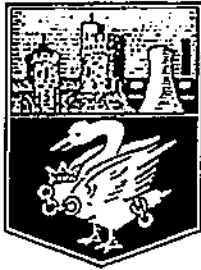
#### **IMPORTANT INFORMATION**

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In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail



I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.

Signed  .....

Date. 3 March 2024

