

Caldicot Town Council
Temporary Address: Caldicot Room Suite 3,
Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR
Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of Grants Committee of Caldicot Town Council held at 13:00 p.m. on Thursday 11th
July 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr F Rowberry – Chair
Cllr R Grumbach
Cllr RJ Higginson
Cllr M Mitchell
Cllr IR Shillabeer

Also present: A Wilson – Locum Town Clerk
L Gillespie – Deputy Town Clerk
L Wallington – Admin

G12/2024 Welcome

The Chair welcomed everyone to the meeting.

G13/2024 Apologies for Absence

RESOLVED to received apologies of absence for this meeting from:

- Cllr G Owen - unwell
- Cllr P Strong – personal commitment
- Cllr W Conniff – personal commitment

G14/2024 Declarations of Interest

RESOLVED to note that the following Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda were received:

- Cllr R Grumbach – personal interest in agenda item no. 7.2
- Cllr M Mitchell – personal interest in agenda item no 7.2

G15/2024 Public Question Time and Participation

There were no members of the public present.

G16/2024 Minutes

Members deferred the confirmation of the minutes of Grants Committee held on Wednesday 19th June 2024 to make the following amendments:

- Cllr RJ Higginson was omitted from those attending
- There was a query over whether Cllr P Strong was present
- Cllr Grumbach had an “R” omitted from her name

Locum Town Clerk joined the meeting.

G17/2024 Updates on Grant Applications considered at the meeting held on Wednesday 19th June 2024

Members had asked for further information on the following applications and were asked to consider the report circulated by the Locum Town Clerk with further information on.

- i) Caldicot Ladies Football Club
This item was deferred as no reply had been received from the football club.
- ii) Sudbrook Cricket Club
RESOLVED to make a grant of £1000.00 based on the additional information.
- iii) Monmouthshire Veterans Support Hub
RESOLVED to make a grant of £500.00.

G18/2024 Grant Applications

Members were asked to consider the following grant applications received and agree the way forward:

- i) Brightwell
RESOLVED to make a grant of £100.00
- ii) Caldicot Pride (Friends of TogetherWORKS)
RESOLVED to make a grant of £490.00 for first aid to enable the event to go ahead.

G19/2024 Date of Next Meeting

RESOLVED to note that as per the minutes of the 19th June 2024, the meetings of the Grant Committee will now be held quarterly so the next meeting will be held in, with the actual date to be agreed:

- September 2024
- December 2024
- March 2025
- June 2025

Signed **Date**

Chair

DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT COMMUNITY CAFE
Date Application Received	04/03/25
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£1,500.00
Amount of donation received	
Actions to be completed following receipt of donation:-	
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

Cyngor y Dref Cil-y-Coed

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COMMUNITY GRANT APPLICATION FORM

1	Applicant's Contact Details
Name of contact person:	PAULINE HAYWARD
Position in organisation:	TREASURER
Address:	[REDACTED]
Home no:	[REDACTED]
Mobile no:	[REDACTED]
Email address:	[REDACTED]

2	Organisation or Group Details
Name of organisation/group:	Caldicot Community Café
Name of chairperson:	ANN WOOD
Name of secretary:	JOYCE NORFOLK
Name of treasurer:	PAULINE HAYWARD
Address:	ST. MARYS CHURCH HALL. CALDICOT.
Description of organisation/group:	A group, a safe place for anyone who is lonely, been isolated, elderly, has dementia, no matter what their age or gender. An opportunity to mix with others, celebrate occasions and have fun.

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What does your organisation/group offer to the town of Caldicot and how does the town benefit?:

We are a safe place for anyone who wishes to join us. We interact with local groups and the children of the Red Robin Nursery and Class 1 of Castle Park Primary School.

We offer what others do not.

We are all volunteers.

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Date when organisation/group was formed:	November 2021.
Are you a registered charity? If so, what is the charity number?:	No.
Where does your organisation/group normally meet?:	St Mary's Church Hall; Caldicot.
How often does your organisation or group meet?:	Tuesdays & Fridays 46 weeks of the year.

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Grant Application Details

Briefly describe the project or purpose for which you require a grant. Please state how it will benefit the local community to meet the following criteria:

i. Community Benefit

We are a safe space for those who need us in the community. We buy in sandwiches & cakes from the local shops for lunches and special occasions.

ii. Sustainability

We will continue as long as possible. We work with care workers from Monmouthshire County Council who identify those in need.

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iii. Economic Viability

A grant covers refreshments, Easter, Christmas presents, craft items etc. We carefully balance our budget

iv. Age Range Project / Grant Covers

Anyone who wishes to participate. The youngest are 3 years old, the eldest 92.

v. Any Environmental Benefits

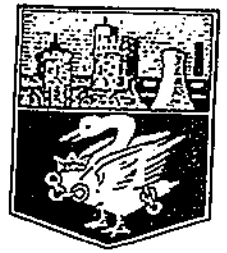
Not really.

What is the total cost of the project?:	<i>There is no total cost. We spend what we have & need.</i>
What percentage of the grant are you applying for?:	<i>All.</i>
How do you intend to fund the remaining balance of the project?	
<ul style="list-style-type: none"> • Yourself, or your organisation/group: • Local authorities 	<p>£</p> <p><i>£1,500. from Council</i></p>

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- | | |
|-----------------------|---|
| • Local organisations | £ |
| • Fundraising | £ |
| • Other | £ |
| • Total: | £ |

Have you applied to any organisation for a grant for the same project?
If so please give details, including unsuccessful applications:

No.

Have you applied to caldicot town council for grant funding before?

i) Yes / ~~no~~

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020: N/A

2020/2021: £1,000 - 10/11/21.

2021/2022: £1,000 - 10/08/22

2022/2023: £1,500 - 21/07/23.

2023/2024: £1,000 - 27/06/24

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iii) If yes, please explain why you are applying again?

We wish to continue with this very worthy group. We have our regulars, new joiners and it gives some respite to relatives who care for their elderly and to those who are lonely.

Will the project incur ongoing maintenance and/or running costs?
If yes, please give details of funding.

No.

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Declaration

I declare that the information given in this application is correct and if the application is successful, I agree to adhere to the conditions laid out in the Caldicot Town Council's Community Grants Policy, a copy of which I have received.

I enclose with this application:

- A copy of our constitution, set of rules or statement of our aims and objectives
- Copies of accounts for the last two years (preferably audited)
- Supporting evidence of the cost of the project or reason for the grant application e.g. invoices or estimates
- Copies of the minutes of the last AGM and the latest meeting

Please note, applications sent without the above information may not be accepted.

If you do not have these for your organisation or group, please explain why or why you have not attached them?

I confirm that I have authorisation to sign and submit this Community Grant application on behalf of the organisation/group mentioned herein:

Name of Organisation or Group: Caldicot Community Life

Print Name: PAULINE HAYWARD

Signed: [Signature]

Date: 04-03-2025

Position in Organisation/Group: TREASURER

After completion, please return to:
The Town Clerk, Council Offices, Sandy Lane, Caldicot, Monmouthshire, NP26 4NA

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For Town Council Use Only

Date Received:

Date of Meeting:

Decision:

Minute no:

Amount Awarded (If Applicable):

04 MAR 2025

Caldicot Community Café

Our group is being recognised more and more as a safe place for anyone who is lonely or been isolated, has dementia and lives with relatives, or anyone no matter their age who wishes to mix with others. We like to give them some little experience that they would not celebrate, particularly if they are living alone.

The volunteers are all members of the Mothers Union helped by Carers from the Community.

We appreciate the financial help given by the Caldicot Town Council which allows us to run the group for anyone who needs it.

Last year went well, particularly Friday mornings; we were joined by new people but sadly we also lost some. The session now lasts 4 hours and a snack lunch of soup or sandwiches are provided.

We are pleased to still welcome the children from the Red Robin Nursery and also Class 1 who join us for squash and biscuits. There is always a constant supply of tea, coffee, biscuits and cake and we mark birthdays with a card and a birthday cake.

In March at Easter we ate pancakes on Shrove Tuesday and celebrated Easter with afternoon tea and Fair Trade chocolate Easter Eggs.

We visited the Castle twice for a picnic – once on July 26th and again on 20th of September. We bought in trays of sandwiches and cakes from the local baguette shop, played large versions of games- connect 4, toss the bean bag etc and had rides in the Rickshaw. We buy our tea, coffee and hot chocolate from the Castle Café, a trade-off for our free use of the Guardroom if the weather is inclement. We were joined by the Mayor and members of the Town Council and some of the heads of Social Services, plus others who decided to turn up.

Our biggest event was Christmas with our Christmas party. Everyone received a present, a bag of sweets and a selection pack donated by Caldicot Events Committee, (surplus from the Christmas Light Switch on in the Town Centre). We held a free raffle with prizes donated by the church (left over from their stall at the switch on of the lights) so everyone went home with a prize. The Church Pastoral Team gave everyone a gift pack of biscuits. The children came to sing and they received a pencil case (once donated to Caldicot Events Committee by Wilco) and coloured pencils. We enjoyed sandwiches, mince pies and Christmas cake.

We have already set our dates for this year of 2025.

14th February – Valentine's day with chocolate hearts and cakes. We will be joined by harpist John Thomas and the children of Class 1 of Castle Park School.

14th March – A visit from Chepstow Museum – Reminiscing.

Easter – pancakes and on 21st March an afternoon tea and Easter Eggs and entertainment with the Hatters singing group.

In May Peter Strong is giving a talk on the 80th Anniversary of the end of WW2

2 picnics at the Castle – Friday July 11th and Friday 12th September with the same arrangements as before.

Our Christmas Party will end the year.

Caldicot Community Café 2022/2023

Income

Balance brought forward	£401.42	
Caldicot Town Council	£1,000.00	
Total	£1,401.42	£1,401.42

Expenditure

Jubilee Food	£127.00	
Tea pot	£33.99	
Total	£160.99	£160.99

Christmas

Presents	£79.00	
Sweets	£43.92	
Food	£138.68	
Christmas Crackers	£20.00	
Sundries (Cheese biscuits/crisps etc)	£24.86	
Total	£306.48	£306.48

Equipment

Urn (water dispenser)	£81.48	
CD Player	£59.99	
Craft materials	£22.50	
Total	£163.97	£163.97

Refreshments	£87.40	£87.40
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Cash in hand (Joyce Norfolk)	£70.60	£70.60
Cash in hand (Pauline Hayward)	£110.56	£110.56
Bank	£501.42	£501.42

Caldicot Community Café

Income

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

Expenditure

Fairtrade Easter Eggs	£90.00	£90.00
Coronation		
Food	£142.32	
Balloons	3.25	
Total	£145.57	£145.57

Castle picnic

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

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	
Total	£225.97	£225.97

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	

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

Caldicot Community Café - 2024

Income

£28.12
159.99 – Monmouthshire Building Society
1,000.00 – council grant
755.00 – Mayors Charity
£2008.88

Expenditure

6.3.24 - float for refreshments -	£100.00
10.5.24 - Easter eggs + Pancakes	100.00
12.7.24 – Castle picnic/games/Tea	500.00
13.8.24 – food for September picnic	300.00
27.11.24 – Christmas gifts/ refreshments	300.00
17.12.24 – Christmas Party	<u>500.00</u>
	<u>£1,800.00</u>

£2008.88
-£1800.00
£1008.88 in the building society

Caldicot Community Café Constitution

(based at St. Mary's church hall Caldicot)

Aims – to provide free tea, coffee, cake and company in the safe, welcoming environment of St Mary's church hall Caldicot on Tuesday mornings and Friday afternoons.

It is open to all who are lonely, vulnerable, elderly or socially isolated; individuals or those who are residents of local care homes or the local community; those accompanied by carers or relatives.

The group is run by volunteers. No membership of the group is required and there are no fees to be paid.

We are an equal opportunity group open to all who require a place to meet and socialise with others outside of their homes.

There is no committee. All volunteers will be equally responsible for the running of the group and for providing the refreshments.

A treasurer will be appointed to deal with the bank account and keep accurate records of income and expenditure.

There will be three signatories to the bank account with any two required for the withdrawal of any money from the account. Receipts must be presented to the treasurer for reimbursement of any money spent by an individual on behalf of the group. Any such expenditure must be discussed and approved by the volunteers.

DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	KIDS CANCER CHARITY
Date Application Received	15/04/25
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£500.00
Amount of donation received	
Actions to be completed following receipt of donation:-	
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]	

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COMMUNITY GRANT APPLICATION FORM

1	Applicant's Contact Details
Name of contact person:	Mrs. Rosemarie Davies
Position in organisation:	Trust and community Engagement Officer
Address:	Wanarlwydd Road. Cockett. Swansea. Sa2 0GB
Home no:	N/A
Mobile no:	
Email address:	rosemarie.davies@kidscancercharity.org

2	Organisation or Group Details
Name of organisation/group:	Kids Cancer Charity
Name of chairperson:	Miss Victoria Jones
Name of secretary:	N/A
Name of treasurer:	Mrs. Jane Phipps
Address:	Wanarlwydd Road. Cockett. Swansea. SA2 0GB
Description of organisation/group:	
<p>We aim to improve the quality of life for children affected by cancer and provide emotional and practical support that compliments and adds value to the services provided by the statutory authorities.</p> <p>We provide Play Therapy across the whole of South Wales, plus Bereavement Support, Befriending, Support Groups plus our UK Respite breaks situated around the Welsh Coast and Burnham-On-Sea, and our Disneyland Paris Respite and, finally our Disneyworld Florida Respite</p>	

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Children are brought to our attention by Medical Personnel, Social workers, Schools and Other Charities, When they have basically hit rock bottom. To have a child diagnosed with cancer can tear the family apart and place the whole family under unimaginable stress. Siblings get very frightened and don't understand what's going on and why they have to stay away from mum and dad, Dad will normally have to return to work, leaving mum staying at the hospital.

Children endure many months but usually years of painful treatments, and at the same time friends seem to stay away as they can't come into contact in case of germs etc, so the children can feel very isolated. Our breaks give the families time to be together, and just breath, laugh and cry and just be a normal family for a short while

What does your organisation/group offer to the town of Caldicot and how does the town benefit?:

Our charity offers the town of Caldicot a full range of our services, not only do we provide respite for the families but also, therapy for the child and the family, by our specialist trained Therapists. These sessions cost the Charity £600 per 10 sessions.

The town will benefit knowing that everything that can be done for one of their families is done

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Date when organisation/group was formed:	May 1989
Are you a registered charity? If so, what is the charity number?:	1113821
Where does your organisation/group normally meet?:	Our office is based in Swansea, address above
How often does your organisation or group meet?:	We are open 5 days per week and available 24/7 for the families

3

Grant Application Details

Briefly describe the project or purpose for which you require a grant. Please state how it will benefit the local community to meet the following criteria:

i. Community Benefit

We are requesting a grant to send the family living in Caldicot on respite break in the UK when they need it most.

The cost to send one family on a respite break in the UK is £500. to Disneyland Paris £750. and to Disneyworld £1,250.

ii. Sustainability

The Charity Owns four luxury Mobile Homes, 2 in Lydstep West Wales, and 2 in Porthmadog North Wales and a luxury Lodge in Burnham-On-Sea.

We send families for a three day stay in Disneyland Paris all inclusive in the Disney hotel, with free tickets to Disneyland and the Movie Pixar, plus Genie passes to jump all the queues

Finally we send families to Disneyworld Florida, where they stay one week with our charity partners "Give Kids The World" all inclusive in a magical place for terminal & sick children, they are given tickets to All the parks, plus genie tickets for All the parks to jump the queues, The second week they'll stay in the charities very own luxury villa with a private pool and BBQ area, close to all the restaurants and local attractions, only ten minutes from Boggy Creek Everglade Boat rides and an hour from Kennedy Space Centre

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iii. Economic Viability

The cost of each break is divided by the number of users, and the daily running costs for the year divided the cost works out at just over £500 per family

iv. Age Range Project / Grant Covers

We provide for children affected by cancer age 0-18 years but the whole family can go on the breaks so there is no age limit on the family members

v. Any Environmental Benefits

I don't think so

What is the total cost of the project?:	113,564.45
What percentage of the grant are you applying for?:	.4%
How do you intend to fund the remaining balance of the project?	By Contacting Businesses , schools the community Clubs, Grant giving Trusts and Foundations
<ul style="list-style-type: none"> • Yourself, or your organisation/group: • Local authorities 	<p>£</p> <p>£</p>

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• Local organisations	£
• Fundraising	£
• Other	£
• Total:	£

**Have you applied to any organisation for a grant for the same project?
If so please give details, including unsuccessful applications:**

TRUST	AMOUNT
Hoover Foundation	£500
Robert McAlpine Foundation	£10,000
Sir James Knott Trust	£5,000
Maud Elkington Trust	£500
The Fitton Trust	£300
Catherine Cookson Trust	£5,000
Redrow South Wales	£10,000

Have you applied to caldicot town council for grant funding before?

i) Yes / no Yes

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020:

2020/2021:

2021/2022: 8.8.22 £500.

2022/2023:

2023/2024:

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iii) If yes, please explain why you are applying again?

We provide respite for children affected by cancer and their families for the duration of the cancer and up to 5 years in remission.. We also allow the families a break after bereavement

Will the project incur ongoing maintenance and/or running costs?

If yes, please give details of funding.

Yes but this has been calculated within the £500. cost of a Break

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4	Declaration
	<p>I declare that the information given in this application is correct and if the application is successful, I agree to adhere to the conditions laid out in the Caldicot Town Council's Community Grants Policy, a copy of which I have received.</p> <p>I enclose with this application:</p> <ul style="list-style-type: none"> • A copy of our constitution, set of rules or statement of our aims and objectives • Copies of accounts for the last two years (preferably audited) • Supporting evidence of the cost of the project or reason for the grant application e.g. invoices or estimates • Copies of the minutes of the last AGM and the latest meeting <p>Please note, applications sent without the above information may not be accepted.</p> <p>If you do not have these for your organisation or group, please explain why or why you have not attached them?</p> <p>I confirm that I have authorisation to sign and submit this Community Grant application on behalf of the organisation/group mentioned herein:</p> <p>Name of Organisation or Group: ...Kids Cancer Charity..... </p> <p>Print Name: Rosemarie Davies.....</p> <p>Signed: R.Davies.....</p> <p>Date: 15.4.25.....</p> <p>Position in Organisation/Group: Trusts and Community Engagement Officer.....</p>

After completion, please return to:

The Town Clerk, Council Offices, Sandy Lane, Caldicot, Monmouthshire, NP26 4NA

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For Town Council Use Only

Date Received:

Date of Meeting:

Decision:

Minute no:

Amount Awarded (If Applicable):

Company Registration number 05536898

Charity Registration number 1113821

**Kids Cancer Charity
Company limited by guarantee**

Directors' report and financial statements

for the year ended 31 March 2024

Kids Cancer Charity
Company limited by guarantee

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Kids Cancer Charity
Company limited by guarantee

Company information

Directors	K Shastri - Chairman T T Dewan P C Hunt R I Ambrose (Resigned December 2023) D West
Secretary	V Jones
Company number	05536898
Charity number	1113821
Registered office	Child Care Centre Waunarlwydd Road Cockett Swansea Wales SA2 0GB
Auditors	RH Jeffs & Rowe 27/28 Gelliwastad Road Pontypridd CF37 2BW
Business address	Waunarlwydd Road Cockett Swansea Wales SA2 0GB
Bankers	Barclays Bank plc Newburgh House Charter Court Pheonix Way Swansea

**Kids Cancer Charity
Trustees' Annual Report
for the year ended 31 March 2024**

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's Memorandum and Articles of Association and Statement of Recommended Practice - Accounting and Reporting by Charities. This report also represents the directors' report as required by Company Law

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

Trustees

The Trustees who served the charity during the year were:

Dr. K Shastri (Chairman)
Mr. T T Dewan
Mr. P C Hunt
Mr. R I Ambrose (Resigned December 2023)
Mr. D West

Constitution

The charity was first registered at the Charity Commission in May 1989 as Christian Lewis Trust and became an incorporated company limited by guarantee from the 1st April 2007 with the name Christian Lewis Trust Limited. In July 2011 the charity's name was changed to Kids Cancer Charity to better reflect the services offered by the charity. The operation of the charity is the responsibility of the trustees who are empowered to invest the resources of the charity at their discretion.

Appointment of Trustees

Trustees are appointed by invitation only. A prospective Trustee is invited to attend a number of meetings and then, if appropriate, invited to join the charity. Trustees are members of the board and all are unremunerated volunteers.

Trustee Induction and Training

All trustee induction and training is conducted in house and provided by other trustees and the management team. The trustees take full advantage of the guidance provided by the Charity Commission.

History

Kids Cancer Charity was established in 1989 as Christian Lewis Trust to help children with cancer and their families. The charity is an equal opportunity organisation and its objectives remain unchanged as we continue to strive to help all children affected by cancer but we have, over the last 35 years broadened the range and scope of the services we offer in order to meet the ever changing demands.

**Kids Cancer Charity
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Although the incidence of childhood cancer has increased since the 1960's, it is most gratifying that with the advances in the management and treatment of cancer, eight out of ten children now survive five years or more. With the growing numbers of childhood cancer incidence and survivors, the charity remains committed to reach all those children and their families who may need its help. The charity is an equal opportunity organisation and the Trustees are committed to an environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. The charity continues to make reasonable adjustments to meet the needs of staff or families who are or become disabled.

Our Aims

- To improve the quality of life for children and teenagers aged between 3 and 18 years of age who are affected by cancer.
- To provide emotional and practical support that complements and adds value to the services provided by the statutory authorities.
- To recognise that childhood cancer affects the entire family.

Public Benefit

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular, the Trustees have referred to and complied with the duty in section 17 of the Charities Act 2011. The Trustees considered how the Charity's planned activities have contributed to the aims and objectives they have set. The Board seeks to provide a structured training programme that develops its staff's capabilities, competences and skills to ensure the very best of care for families utilising our services.

Who do we help?

- Children and teenagers who have cancer.
- Siblings of children/teenagers who have been diagnosed with cancer.
- Children/teenagers who are on treatment.
- Children/teenagers who are having palliative care for terminal cancer.
- Siblings of children/teenagers who have a terminal prognosis.
- Children/teenagers who have been bereaved by cancer.
- The families of any of the above

Our services

- Play Therapy
- Bereavement Support
- Befriending
- Support Groups
- American Dream Experience Programme
- Disneyland Paris Programme
- Compassionate Care Breaks in the UK

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Therapeutic Services

In addition to coping with their diagnosis of cancer, children and teenagers can also find it difficult to cope with the emotional and psychological consequences of their illness. In contrast to adults, the treatment protocols for children are often delivered on extended timescales over many months. For example, a child with Leukaemia may undergo continuous chemotherapy for 39 months or more. These treatments and surgical procedures can be very frightening to children and affect every aspect of their lives and well-being. The brothers and sisters of a child with cancer are also affected and siblings may be traumatised by the very real possibility of bereavement. These powerful emotions deeply affect the whole family. Our experienced therapists work with these children and their families to provide the support to help them through these very difficult times.

Play Therapy

Play Therapy enables children to express themselves through the medium of play. The therapist's role is to provide a safe, supportive, empathetic and unconditional environment for the children to explore and communicate their feelings. To do this the therapist must have the skills to engage the children's natural language of play to provide the context to enable them to express their feelings. One of the important aspects within play therapy is the relationship and trust the therapist is able to build with the children. Our therapists use puppets, musical instruments, art etc. for children to play out and therefore communicate their sense of trauma and life experiences.

Bereavement Support

Death is one of the most painful losses an individual can experience. The pain and grief of bereavement can be overwhelming particularly if there are children involved.

The charity has extensive experience of helping children and teenagers come to terms with death and offers 'one to one' bereavement support as well as facilitating support groups.

When we work with a bereaved child or teenager, we recognise that grief can be unpredictable and that parents in particular experience shock, denial, anger, depression, and desolation. What is important is that we support these families throughout their grieving process. Although we cannot take the pain away, we can help individuals focus and cherish their happy experiences as a family and provide the necessary support through their grief.

As well as supporting children or young persons to express their feelings, we also make sure that they feel able to talk and remember the person who has died. Our experience shows that even in the most loving of families, a grieving child or young person will not mention the person who has died, for fear of 'making' others feel sad. Yet research shows that children and young people need to talk and remember the one who has died.

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Befriending

Dealing with bereavement, a life-limiting illness or supporting a loved one who is very ill can be one of the greatest challenges anyone has to face. We offer befriending opportunities either face to face or on the telephone to overcome a sense of isolation and to support a parent/guardian/carer through these very difficult times.

Befriending offers the opportunity to talk in confidence to someone who has a deep understanding of the many issues associated with cancer. Our befrienders offer a supportive relationship and are able to talk about many difficult issues including death, the stages and process of dying, the likelihood of experiencing pain and the powerful emotions always associated with a diagnosis of cancer.

Support Groups

We have a number of support groups whose members share a similar experience and are therefore able to provide mutual support for each other whilst sharing experiences and the opportunity to seek help and support. This may take the form of relating personal experiences, listening to other members' experiences, providing sympathetic understanding and establishing friendships. These group sessions can help individuals work through their difficulties, offer a sense of belonging and dispel isolation.

Each group has a facilitator who helps the group to express common experiences and who ensures that everyone in the group is included. The facilitator also makes the practical arrangements for the meeting.

Holiday Programmes

The children/teenagers and their families often have to endure many months or even years of difficult and painful treatment that has an emotional impact on the whole family. They are devastated and can feel frightened, anxious and confused by everything that is going on around them. The charity offers direct and practical support to these families and those bereaved by cancer and having to cope with their loss and grief.

Our holiday programmes offer families a much-needed break and gives them the opportunity to spend quality time together away from hospitals, work and other pressures. It gives families something positive to look forward to and a goal to achieve.

American Dream Experience

It is almost every child's dream to visit Mickey Mouse and friends in the Magic Kingdom, but a visit to America can be an overwhelming experience if you have a child with cancer. The charity gives families the opportunity to visit the Magic Kingdom and meet many of the characters, building special memories that will last forever. The charity tailors all itineraries individually to meet the needs of each family providing a stress-free holiday for the whole family. Theme Park visits can be an exciting 'Experience of a Lifetime' and we pride ourselves on ensuring that families are well briefed before they travel to ensure they get the very best from the visit.

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As part of our 'American Dream Experience' families have the opportunity of staying at our luxury four bedroomed 'Home from Home' villa which is situated in a quiet location next to a conservation area, yet within easy distance of all the major theme parks in Orlando.

Disneyland Paris Programme

Kids Cancer Charity works with Disneyland Paris offering children with cancer, and their immediate families (parents/guardians/brothers/sisters) the opportunity of a three-day break to visit Mickey and his friends at Disneyland Paris. Accommodation on offer is at an on-site Disney Hotel i.e. Newport Bay Club (or similar) which is situated on the shore of Lake Disney and includes a free three day unlimited admission pass to both Disneyland Park and Walt Disney Studios Park. Our families are provided with a priority badge that allows the whole family to bypass the queues for the rides.

Compassionate Care Breaks in the UK

Our UK breaks are designed around families with children or teenagers with cancer to enable them to spend quality time together in a relaxed environment. The Charity offers families a free holiday at one of our four caravans in Wales. Often this will be the first family holiday since diagnosis and provides the whole family with an opportunity to spend time together away from the stresses of hospital and invasive treatment allowing them to rebuild the family unit. The parents also have peace of mind knowing that, if they do unexpectedly need treatment for their child, the best medical facilities are easily available and there is always back-up support close to hand.

One of our luxury caravans is fully adapted for wheelchair users, and all have central heating, double glazing and are sited on holiday parks in three different coastal locations in Wales. During 2023/24 a new lodge was opened in Burnham-on-Sea.

Who have we helped in the past year?

Here are some of the family stories of children and teenagers who we have helped during 2023 - 2024. For reasons of confidentiality names have been anonymised.

UK Breaks

Jack's Story

Jack has been in and out of hospital since he was diagnosed with a rare brain tumour when he was three years old. Since diagnosis, Jack has had to endure surgery, chemotherapy, and radiotherapy. But in July 2023, his doctors advised mum and dad that Jack had unfortunately relapsed again and that they had exhausted all treatment options, and that they should go and make as many memories as possible.

Jack's hospital called the charity to see if we could urgently arrange a respite break for Jack and his family. Given the urgency of the request, the charity rescheduled the bookings for their Haven caravan on the North Wales coast for Jack and his family. It has excellent children's activities, easy access to the beach, and was an easy drive from Jack's hospital.

**Kids Cancer Charity
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Reassured that they would be able to reach Jack's doctors in case of need, Jack and his younger brother Jacob, Mum and Dad travelled to our caravan for a long weekend to make memories that will last for ever.

Following their visit, mum wrote to the charity to say;
Favourite Memories - Watching my boys dance and join in the fun. These memories are so precious to us, we had a fantastic time and a lovely trip up Mount Snowdon.
Memories for a lifetime,
Thank you so much.

During 2024, 212 families like Jack's, enjoyed a respite break holiday at one of our caravans.

Disneyland Paris

Luke's Story

Luke was only five years old when he lost his mum to cancer. Within a few months of her death, Luke started having headaches, and his dad noticed that that his walking had been affected. Deeply concerned, his family doctor referred him to hospital. Unfortunately, Luke was diagnosed in January 2023 with a rare brain tumour and was admitted for urgent brain surgery. Since then, he has had a further three brain operations to control his tumour as well as chemotherapy and proton beam therapy.

In February 2024, the oncologist told Luke's dad that there were no further treatment options available, and that Luke's prognosis was grim. Luke's dream was to visit Disneyland Paris, and his family urgently contacted the charity to arrange a visit.

Happily, the charity's contacts at Disney were able to make urgent last-minute arrangements for Luke, his little sister Amy, Dad and his auntie. In addition to the theme park tickets, Luke's family stayed at one of Disney's nautical themed four-star hotels. They also received the coveted Disney Wish Lanyard, giving them VIP priority to all the rides, shows and characters.

On arrival at Disneyland, they were met by the 'Wish Team' and 'VoluntEARS' who made sure Luke was escorted like royalty around the park and received full VIP privileges. On return from Disney the family wrote to let the charity know how much the trip meant to them;

"The priority pass and being escorted right to the front of the queues was amazing and allowed us to fit so much more in, not sure we'd have managed to get much in otherwise as we hadn't had a lot of time to plan where and when we were doing things. A huge thank you for helping to organise all of this and giving us the opportunity to do something that we'll never forget".

In the last financial year, the charity organised 56 family trips to Disneyland Paris.

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Play Therapy

Charlie's Story

When eight-year-old Charlie's sister Bella (4) died from leukemia, Charlie felt that she had failed to save her little sister from this dreadful disease. Flashbacks to the day Bella died were affecting Charlie's sleep, her attendance at school and her friendships.

Charlie was referred to the charity's play therapy team. The therapy sessions gave her a safe space to play out her feelings of the traumatic weeks leading up to the day Bella died. One bereavement play therapy activity was creating a book to tell the 'Bella and Charlie story'. A story of what happened, how she felt remembering the good times, as well as the sadness and grief of what happened to Bella.

As the weeks passed, Charlie felt more able to return to school and her flashbacks lessened.

In her feedback, Charlie said that having time with the play therapist really helped her as she could talk about everything without making anyone cry. She learned that it was OK to sometimes feel happy, instead of always feeling really sad and afraid that she would have a flashback.

Our latest update is that Charlie is doing well and has settled into her new class although she still deeply misses her little sister. Charlie has recently taken part in a gymnastics competition, and her team won first prize!

Verity's Story

One day in October 2023 Verity (11) woke to find that she was unable to walk. She was rushed to hospital and after lots of scans and tests she was diagnosed with a brain tumour. Verity had a brain operation the same day and after a weeklong stay in hospital, was able to come home to recover.

Although her physical wounds healed, Verity struggled mentally and emotionally to understand what had so suddenly happened to her. Verity was referred to charity for play therapy and she used her sessions to work through all that had happened in such a short period of time.

Over time she better understood her diagnosis and treatment, her confidence and sense of humour returned, and her family felt that Verity had regained her enthusiasm and carefree self.

In recent months Verity has participated in several dance competitions, attended a Taylor Swift concert and has taken up skateboarding!

During this reporting year the charity worked with 199 children like Charlie and Verity.

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Disney World Florida

Lavinia's Story

When she was 11 Lavinia was diagnosed with Acute Myeloid Leukemia and immediately started chemotherapy. Following the completion of her treatment the family were looking forward to visiting Disney World and the charity's villa in Florida. Unfortunately, the global pandemic was declared, and the trip was cancelled due to the lockdowns.

The charity promised that as soon as the pandemic was over we would rebook their once in a lifetime trip. When the Covid restrictions were finally lifted in July 2021, Lavinia needed to avoid term time as she was focussing on her GCSEs.

However, in December 2023 the charity fulfilled its promise to Lavinia, who is now 17, and her family - they travelled to Florida to visit Mickey and friends, as well as the many theme parks in the area.

Mum and Dad wrote to the charity to say;

"It was an incredible holiday that re-connected us as a family. With two older teenagers (aged 17 and 14) it was a holiday we would never have been able to achieve on our own - so many pinch-me moments!

Give Kids The World is a very special place, and we felt very lucky to spend time there - there was something for everyone. The villa was huge and better than expected and the pool was great.

We had a relaxed and amazing time.

Thank you for making the most magical holiday possible for us!"

Under the American Experience programme, 58 families visited Florida in this accounting year. Our villa is fully booked for 2025 and 2026 and we are now taking bookings for 2027.

**Kids Cancer Charity
Trustees' Annual Report
for the year ended 31 March 2024**

Chairman's Report

Celebrating 35 Years of Service: A Year of Resilience and Growth

This year marked a significant milestone for our charity as we celebrated 35 years of service directly contributing to the quality of life of children with cancer, and their families.

However, the current economic climate, marked by the cost-of-living crisis and pressures on the NHS, has presented significant challenges. The demand for our services has increased dramatically, while our ability to raise funds has been adversely impacted.

Despite these difficulties, we have shown remarkable resilience. To meet demand, we increased our direct charitable spending by 12.5% in the past year, reaching a record £564K, a 35% increase over the past five years.

With rising demand for our services, we recognise that our core income must grow to meet the costs of delivering our services. The charity's board is approaching this task with determination. We have focused on streamlining our fundraising activities, reorganising and repurposing our resources to ensure maximum efficiency. These changes have already delivered significant results with total income rising by a remarkable 30% this year to £645K.

Our teams continue to work tirelessly to engage individuals and businesses across the UK. Their efforts, combined with the generosity of our supporters, have provided the vital funds needed to keep our projects running. From challenges and competitions to events and donations, our teams and supporters have given their time, energy and money to enable us to make a life-affirming contribution to the children and families we serve.

In the coming year, we will continue to streamline our fundraising processes to improve efficiency and reduce administration. We will also seek to strengthen our connections with the business community, and secure corporate partnerships and "Charity of the Year" collaborations.

One of our most significant achievements this year was the opening of a new lodge in Burnham-on-Sea for our Compassionate Breaks program. This £72K investment, made possible by the generous support of the Noah's Retreat Fund, provides a convenient location for respite breaks for children attending major hospitals like Addenbrookes, Great Ormond Street, and the Royal Marsden. We are deeply grateful to Noah and his family for their significant fundraising efforts, which have allowed us to expand our UK holiday program.

The charity maintains free reserves to ensure the uninterrupted delivery of our objectives, regardless of short-term fluctuations in income and expenditure. The board of Trustees has determined that six months of forward-looking operating expenditure is an appropriate level of reserves. At the end of this financial year, our free reserves represented five months' cover for our operating expenditure.

I would also like to express my heartfelt gratitude to Richard Ambrose who resigned as trustee earlier this year due to personal commitments. Richard made a significant contribution as a trustee and his dedication, expertise and support will be deeply missed.

**Kids Cancer Charity
Trustees' Annual Report
for the year ended 31 March 2024**

Despite the challenges, this has been a year of resilience and growth. None of this would have been possible without the dedication of the charity's staff, trustees and supporters which has enabled the charity to deliver its objectives. My thanks to you all for your commitment to this charity.

Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees confirm that so far as they are aware, there is no relevant audit information (as defined by section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware. They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

This report was approved by the Trustees on the 12/12/24 and signed on its behalf by:

Krish Shastri
Dr Krish Shastri
Chairman

**Independent auditors' report to Kids Cancer Charity, Company
limited by guarantee, under Section 449 of the Companies Act 2006**

Opinion

We have audited the financial statements of Kids Cancer Charity (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Independent auditors' report to Kids Cancer Charity, Company
limited by guarantee, under Section 449 of the Companies Act 2006**

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charity has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Based on our understanding of the Charity and its activities, we identified that the principal risks of non-compliance with laws and regulations related to the Charities Act 2011, Charities Statement of Recommended Practice, UK tax legislation, pensions legislation, employment regulation and health and safety regulation, anti-bribery, corruption and fraud, money laundering and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements, such as the Companies Act 2006.

We evaluated the Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting manual journal entries to manipulate financial performance, management bias through judgements and assumptions in significant accounting estimates, in particular in relation to use of restricted funds, and significant one-off or unusual transactions.

**Independent auditors' report to Kids Cancer Charity, Company
limited by guarantee, under Section 449 of the Companies Act 2006**

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- discussing with the Trustees' and management their policies and procedures regarding compliance with laws and regulations;
- communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- considering the risk of acts by the Charity which were contrary to applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- making enquiries of the Trustees' and management on whether they had knowledge of any actual, suspected or alleged fraud;
- gaining an understanding of the internal controls established to mitigate risks related to fraud;
- discussing amongst the engagement team the risks of fraud; and
- addressing the risks of fraud through management override of controls by performing journal entry testing.

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Robert Thomas BSc FCA
Senior Statutory Auditor
for and on behalf of RH Jeffs & Rowe,
Statutory Auditors & Chartered Accountants
27/28 Gelliwastad Road
Pontypridd
CF37 2BW

13/12/24

Kids Cancer Charity
Company limited by guarantee

Statement of Financial Activities
for the year ended 31 March 2024

		£	£	£	2024 £	2023 £
Income and Endowments		Unrestricted	Restricted	Designated	Total	
Voluntary income:						
- Other fundraising	3	379,097	134,113	-	513,210	336,145
- Donated Goods and Services	3	118,131	-	-	118,131	116,594
- Donated Caravan Deposit		4,000	-		4,000	-
Investment income:						
Legacies		-	-		-	28,028
Bank interest		9,597	-	-	9,597	4,200
Other income:						
USA Investment Gain		-	-	-	-	9,255
Total Incoming Resources		<u>510,825</u>	<u>134,113</u>	<u>-</u>	<u>644,938</u>	<u>494,222</u>
Expenditure						
Appeal Centre and other fundraising	4	140,083	-	-	140,083	137,212
Charitable activities	4	457,185	106,632	-	563,817	500,960
Loss on USA Investment	4	10,600	-	-	10,600	-
Total Resources Expended		<u>607,868</u>	<u>106,632</u>	<u>-</u>	<u>714,500</u>	<u>638,172</u>
Movement in total funds for the year:						
Net Incoming (Outgoing) resources	5	(97,043)	27,481	-	(69,562)	(143,950)
Net Incoming (Outgoing) resources		<u>(97,043)</u>	<u>27,481</u>	<u>-</u>	<u>(69,562)</u>	<u>(143,950)</u>
Total Funds brought forward		823,422	72,009	-	895,431	1,039,381
Total Funds carried forward		<u>726,379</u>	<u>99,490</u>	<u>-</u>	<u>825,869</u>	<u>895,431</u>

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

Kids Cancer Charity
Company limited by guarantee
Company Registration number 05536898
Balance sheet
as at 31 March 2024

		2024		2023	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	7		343,021		285,866
Investments	8		280,626		271,988
US Property	8		229,367		239,968
			<u>853,014</u>		<u>797,822</u>
Current Assets					
Debtors	9	6,973		5,674	
Cash at bank and in hand		<u>13,539</u>		<u>117,814</u>	
		20,512		123,488	
Creditors: amounts falling due within one year	10	<u>(47,657)</u>		<u>(25,879)</u>	
Net Current (liabilities)/assets			<u>(27,145)</u>		<u>97,609</u>
Net Assets			<u>825,869</u>		<u>895,431</u>
The Funds of the Charity					
Unrestricted Funds			726,379		823,422
Restricted Funds	12		<u>99,490</u>		<u>72,009</u>
Total Charity Funds	11		<u>825,869</u>		<u>895,431</u>

The notes on pages 16 - 24 form part of these accounts.

The financial statements are prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustee Board on 12/12/24 and signed on its behalf by :-

K Shastri
.....
Dr. K Shastri

T T Dewan
.....
Mr. T T Dewan

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

Statutory Information

Kids Cancer Charity is a charitable company in Wales in the United Kingdom. The registered office is Waunarlwydd Road, Cockett, Swansea, SA2 0GB. The nature of the charities operations and principal activities is disclosed within the Trustees Report.

The financial statements are presented in Sterling (£), the charities functional currency, and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1. Accounting policies

1.1. (a) Basis of preparation and assessment of going concern.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The Trustees' have considered the charities going concern for the next financial year in preparing these accounts and believe there to be no material uncertainties regarding going concern

1.2. Taxation

The Charity has no taxable activities.

1.3. Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Trade debtors and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

1.4. Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations, are recognised when the charity has been notified in writing of both the amount and settlement date.

Distribution Income is taken into account on the date paid into the charity's bank account.

Government grants are recognised for and during the period it has been awarded to the charity.

1.5. Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Other fund raising expenditure comprises those costs incurred in attracting voluntary income.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Defined benefit pension contributions are recognised when the expenses are accrued.

1.6. Fund Accounting

The unrestricted funds of the charity comprise those monies which are available to be used towards the meeting of the charitable objectives of the charity at the discretion of the Management Committee.

The restricted funds are monies raised or received for a specific purpose and accounted for in accordance with the donors imposed conditions.

1.7. Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All exchange gains or losses are charged/credited to the Statement of Financial Activities.

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

1.8. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold Premises	-	2% Straight Line Excluding the Value of Land
Computer Equipment	-	33% Straight Line
Office Equipment	-	15% Straight Line
Mobile Homes	-	15% Straight Line

1.9. Investments

The Fixed Asset Investment is stated at the net book value as at the year end. Costs incurred by the USA Investment are included in USA Costs - Crisis Breaks. The Investment is usually revalued every few years with the figure updated to reflect the valuation obtained. Currency exchange rate variations are taken into account at the year-end date.

2. Company limited by guarantee

Every member of the company undertakes to contribute to the assets of the company, in the event of the company being wound up, such amounts as may be required not exceeding £1.

3. Incoming Resources

	Total year to 31/03/24 £	Total year to 31/03/23 £
Included within Incoming Resources for the year are:		
Appeal Centre and other Fund raising:		
Grants, Donations & Events	513,210	336,145
	<u>513,210</u>	<u>336,145</u>
	Total year to 31/03/24 £	Total year to 31/03/23 £
Donated Goods and Services:		
Florida Passes	28,067	11,287
Caravans & Other UK Breaks	31,775	17,726
Disneyland Paris	48,557	72,380
Security equipment donation	-	5,385
General Gifts	9,732	9,816
	<u>118,131</u>	<u>116,594</u>

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

4. Total resources expended	Basis of Allocation	Fund Raising	Play Therapy	Crisis Breaks	Governance	Total year to 31/03/24	Total year to 31/03/23
		£	£	£	£	£	£
Costs directly allocated to activities							
Salary Costs	Direct	110,463	111,566	79,290	-	301,319	272,329
Childrens & Families Travel Costs	Direct	-	-	139,353	-	139,353	129,065
USA Costs	Direct	-	-	42,035	-	42,035	29,790
Caravan Costs	Direct	-	-	66,069	-	66,069	43,717
Refurbishment & Equipment	Direct	-	577	-	-	577	542
Other Events	Direct	9,732	-	-	-	9,732	9,816
Loss on USA Investment	Direct	-	-	10,600	-	10,600	-
		<u>120,195</u>	<u>112,143</u>	<u>337,347</u>	<u>-</u>	<u>559,953</u>	<u>485,259</u>
Support costs allocated to activities							
Salary Costs	Direct	1,940	6,659	8,729	-	17,328	18,677
Motor, Travel & Accomodation	Direct/Staff	1,360	9,704	1,265	435	12,764	13,529
Legal & Professional	Direct/Staff	370	925	1,665	3,560	6,520	7,656
Property Costs	Direct/Staff	4,606	11,167	20,100	-	35,873	35,828
General Office Costs	Direct/Staff	10,515	9,825	17,095	-	37,435	41,665
Training	Direct/Staff	-	1,328	-	-	1,328	373
Bank Charges & Interest	Direct/Staff	378	180	324	-	882	1,649
Staff Pension costs	Direct	719	1,797	3,234	-	5,750	16,323
Depreciation	Direct	-	-	26,935	-	26,935	17,213
		<u>19,888</u>	<u>41,585</u>	<u>79,347</u>	<u>3,995</u>	<u>144,815</u>	<u>152,913</u>
		<u>140,083</u>	<u>153,728</u>	<u>416,694</u>	<u>3,995</u>	<u>714,500</u>	<u>638,172</u>

Staff Pension Costs in 2023 included a prior year adjustment for 2022 Pension Costs.

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

5. Net Incoming (Outgoing)/Resources	Total year to 31/03/24 £	Total year to 31/03/23 £
This is stated after charging/(crediting):		
Depreciation	26,935	17,213
Auditors Remuneration	3,560	3,368
Trustees Expenses	435	580
	<u>26,935</u>	<u>21,161</u>
6. Staff Costs	Total year to 31/03/24 £	Total year to 31/03/23 £
Staff costs during the year comprised of the following:		
Staff Salaries	300,795	278,318
Employers National Insurance	17,852	12,688
Pension Costs	5,750	16,323
	<u>324,397</u>	<u>307,329</u>

The average number of full time and full time equivalent employees during the year amounted to 13 (2023 : 12), and can be analysed as follows:

Fundraising	7	6
Services	4	4
Management & Administration	2	2
	<u>13</u>	<u>12</u>

No employee was paid £60,000 or more during the year (2023 : Nil)

The trustees received no remuneration or benefits in connection with the performance of their duties, apart from the reimbursement of expenses, as shown in note 4.

There were no related party transactions which required disclosure occurring during the period.

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

7. Tangible Fixed Assets	Land and Buildings Freehold £	Crisis Breaks Caravans £	Fixtures, Fittings and Equipment £	Total £
Cost				
At 1 April 2023	249,049	188,769	20,230	458,048
Additions	1,950	72,063	10,076	84,089
At 31 March 2024	<u>250,999</u>	<u>260,832</u>	<u>30,306</u>	<u>542,137</u>
Depreciation				
At 1 April 2023	2,550	157,559	12,072	172,181
Charge for the year	2,504	21,797	2,634	26,935
At 31 March 2024	<u>5,054</u>	<u>179,356</u>	<u>14,706</u>	<u>199,116</u>
Net book values				
At 31 March 2024	<u>245,945</u>	<u>81,475</u>	<u>15,601</u>	<u>343,021</u>
At 31 March 2023	<u>246,499</u>	<u>31,210</u>	<u>8,158</u>	<u>285,867</u>

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

8. US Property

The Charity own a freehold property in Florida, United States of America, which is used under its "Family Crisis Breaks" initiative. For legal purposes two companies have been incorporated in the USA to respectively hold the deeds to the property and administer the day to day use for family crisis breaks.

A summary of the assets and liabilities of the investments are:

	31 March 2024		31 March 2023	
	£	£	£	£
Fixed Assets				
Freehold Property		225,414		234,399
Furniture & Equipment		1,543		2,705
		<u>226,957</u>		<u>237,104</u>
Current Assets				
Cash at Bank	2,811		2,893	
	<u>2,811</u>		<u>2,893</u>	
Current Liabilities				
Creditors	(401)		(29)	
		<u>2,410</u>		<u>2,864</u>
Net Investment		<u>229,367</u>		<u>239,968</u>

Funds to maintain the property and other operational costs are currently funded by the United Kingdom fund raising operations.

The property element of the investment is depreciated at 2% Straight Line.

Furniture & Equipment is depreciated at 15% Straight Line.

All of the above figures also take into account exchange rate fluctuations.

Other Investments

	Balance at 31 March 2023	Interest accrued	Transfers In	Balance at 31 March 2024
Monmouthshire Building Society	106,256	2,822	-	109,078
Nationwide Building Society	165,732	5,816	-	171,548
	<u>271,988</u>	<u>8,638</u>	<u>-</u>	<u>280,626</u>

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

9. Debtors	2024 £	2023 £
Prepayments and accrued income	<u>6,973</u>	<u>5,674</u>

10. Creditors: amounts falling due within one year	2024 £	2023 £
Trade creditors	22,297	6,576
Other taxes and social security costs	5,487	4,918
Accruals and deferred income	<u>19,873</u>	<u>14,385</u>
	<u>47,657</u>	<u>25,879</u>

11. Analysis of Net Assets between Funds	Unrestricted £	Restricted £	Total 2024 £
Tangible Fixed Assets	261,546	81,475	343,021
Investments	509,993	-	509,993
Net Current Liabilities	<u>(45,160)</u>	<u>18,015</u>	<u>(27,145)</u>
	<u>726,379</u>	<u>99,490</u>	<u>825,869</u>

Kids Cancer Charity
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2024

..... continued

12. Restricted Funds

	At 01/04/23 £	Incoming Resources £	Outgoing Resources £	At 31/03/24 £
Play Therapy - BBC Children in Need	-	31,913	(31,913)	-
Care Breaks - Caravan Acquisition	26,000	5,000	-	31,000
Specific Location	46,010	43,200	(20,720)	68,490
Noah's Retreat	-	54,000	(54,000)	-
	<u>72,010</u>	<u>134,113</u>	<u>(106,633)</u>	<u>99,490</u>

Restricted Fund descriptions

Play Therapy

The BBC Children in Need restricted fund represents grant monies received for the employing of a play therapist, and the training and other employment costs connected with the role.

Care Breaks

1) Caravan acquisition represents restricted income to purchase a new caravan at Burnham on Sea.

2) Specific Location represents grants and donations received from various bodies to help give families a much needed holiday. The money received will have been restricted to helping families from a specified location.

3) Noah's Retreat Fund represents restricted fundraising income towards the purchase of the lodge at Burnham on Sea at the end of the 2023 holiday season.

Company Number 5536898

THE COMPANIES ACT 1985

WRITTEN RESOLUTION

of CHRISTIAN LEWIS TRUST LIMITED

WE, the undersigned, being all the members of the above company, for the time being entitled to receive notice of, attend and vote at General Meetings, hereby unanimously pass the following SPECIAL RESOLUTION and agree that the said resolution shall, for all purposes, be valid and effective as if the same had been passed at a General Meeting of the company duly convened and held.

IT WAS RESOLVED that the Memorandum and Articles of Association as annexed hereto be adopted as the new Memorandum and Articles of Association of the Company in substitution for, and to the exclusion of, all existing Regulations thereof.

Dated this 22nd day of March 2006

Signed

Signed

Signed

Signed

BIRR LEGAL SERVICES
CROWN HOUSE
64 WHITCHURCH ROAD
CARDIFF CF4 3LX
TELEPHONE 01222 239515
FAX 01222 239859



The Companies Act 1985

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

of CHRISTIAN LEWIS TRUST LIMITED

1. The name of the Company is Christian Lewis Trust Limited.
2. The Registered Office of the Company will be situate in England and Wales.
3. The objects for which the Company is established are:-

The relief of sickness among children suffering from cancer by the provision of emotional and practical support that complements and adds value to the services provided by the statutory authorities with the object of improving their conditions of life and those of their families or carers.

And the Company shall have the following powers exercisable in furtherance of its said objects but not otherwise, namely:-

(A) To raise funds, whether by the levying of subscriptions by the Company, by means of donations from Companies and other business concerns, or from other charities, by private or public appeals or otherwise, and to seek any form of assistance, sponsorship or grant from government, municipal, commercial or private sources or from any national or international health, welfare, social or cultural organisation for or on behalf of the Company, or any person or body of persons pursuing any charitable object which this Company is authorised to carry on and to accept gifts of property, whether subject to any special trust or not, for the objects of the Company.

(B) To recruit and assist in the recruitment of voluntary workers in and for the Company and to retain or employ professional or technical advisors or workers in connection with the objects of the Company and to pay reasonable and proper fees for their services.

(C) To make any financial grant or award, and to enter into any contract or arrangement for the provision to any person or body of persons of any technical, financial or other assistance, of any service or equipment, labour, or of travel,

accommodation or other facilities and generally to do all such things as may, in the opinion of the Officers, further the primary charitable objects of the Company.

(D) To undertake research and surveys and publish the useful results of each research, to establish, equip and maintain a library to collect, compile, print, publish and disseminate information, to provide, publish or contribute to the publication of any papers, books, periodicals, reports or other documents, films, slides, tapes, pictures, plans or models, to give and exchange information and advise, and to promote, foster and maintain the interest and support of the public in the objects and activities of the Company.

(E) To organise, provide facilities for and hold conferences, meetings, courses of instruction, demonstrations, lectures, exhibitions, competitions, tours and displays.

(F) To establish, promote or assist in establishing or promoting and to subscribe to or become a member of, or co-operate or federate with any other charitable organisations or associations whose objects are in whole or in part similar to the objects of the Company or the establishment or promotion of which may be beneficial to the Company, to act as trustees or agents for and to manage and to undertake the property, assets, liabilities and engagements of any such organisations or associations, and to subscribe or guarantee money for charitable purposes in any way calculated to further the objects of the Company.

(G) To foster and encourage co-operation and communication between similar organisations, societies, other charitable institutions, and local and national authorities and to co-ordinate the activities and represent the view of those making use of the facilities of the Company and its members.

(H) To purchase, take on lease or in exchange, hire or otherwise acquire and hold for any estate or interest, sell, mortgage, lease or otherwise dispose of or turn to account any real or personal property and any rights or privileges which the Company may think necessary or convenient for the promotion of its objects and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Company.

(I) To borrow or raise money for the purposes of the Company on such terms and on such security as the Officers shall think fit, and whether by the creation and issue of debentures or debenture stock or otherwise.

(J) To receive money on deposit or loan upon such terms as the Company may approve, and to undertake and execute any charitable trusts which may lawfully be undertaken by the Company and may be conducive to its objects.

(K) To invest and deal with the moneys of the Company not immediately required for its purposes in or upon such investments or securities and in such manner as may from time to time be determined, subject nevertheless to such conditions (if any) and such consent (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

(L) To sell, mortgage, improve, manage, turn to account, exchange, let or grant

licences, easements and other rights in or over, and in any other manner deal with or dispose of all or any of the property and assets for the time being of the Company as may be expedient for the promotion of its objects.

(M) To make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.

(N) To pay out of the funds of the Company the costs, charges and expenses of and incidental to the formation and registration of the Company.

(O) To do all such other things as are necessary for the attainment of the objects of the Company or any of them.

Provided that:

(i) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.

(ii) the objects of the Company shall not extend to the regulation of relations between employers and workers or organisations of employers and organisations of workers.

(iii) In the case the Company shall take or hold any property subject of the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Council of Management or Governing Body of the Company shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would have been, as such Council of Management or Governing Body, if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such Council of Management or Governing Body but they shall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated.

4. The income and property of the Company, whencesoever derived, shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Company, and no member of its Council of Management or Governing Body shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company.

Provided that nothing herein shall prevent the payment, in good faith, by the Company :-

(a) of reasonable and proper remuneration to any member, officer, or servant of the

Company for any services rendered to the Company;

(b) of interest on money lent by any member of the Company or of its Council of Management or Governing Body at a rate not exceeding two per cent less than the base lending rate for the time being prescribed by the National Westminster Bank plc or three per cent, whichever is the greater;

(c) of reasonable and proper rent for premises demised or let by any member of the Company or of its Council of Management or Governing Body;

(D) of fees, remuneration or other benefit in money or money's worth to a company of which a member of the Council of Management or Governing Body may be a member holding not more than 1/100th part of the capital of that Company;

(e) to any member of its Council of Management or Governing Body of out-of-pocket expenses.

5. The liability of the members is limited.

6. Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.

7. If, upon the winding up or dissolution of the Company, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company but shall be given or transferred to some other charitable institution or institutions having objects the same as or similar to the objects of the Company, and which shall prohibit the distribution of its or their income and property among its or their members to any extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Company at or before the time of dissolution, and if and so far as effect can not be given to this last provision, then to some other object as near as may be to that of the Company.

I, the subscriber to this Memorandum of Association, wish to be formed into a Company pursuant to this Memorandum of Association.

NAME AND ADDRESS OF SUBSCRIBER

Business Information Research & Reporting Limited
Crown House
64 Whitchurch Road
Cardiff
CF14 3LX

Dated this 15th day of August 2005

The Companies Act 1985

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

of CHRISTIAN LEWIS TRUST LIMITED

GENERAL

1. In these Articles the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof if not inconsistent with the subject or context:-

WORDS	MEANINGS
The Act	The Companies Act 1985
The Seal	The common seal of the Company
The United Kingdom	Great Britain and Northern Ireland
Month	Calendar month
In writing	Written, printed or lithographed or partly one and partly another and other modes of representing or reproducing words in a visible form.
The Board	The Board of Trustees
Trustees	The members of the Board of Trustees

And words importing the singular number only shall include the plural number and vice versa.

Words importing the masculine gender only shall include the feminine gender and;

Words importing persons shall include corporations.

Subject as aforesaid any words or expressions defined in the Act or any statutory modification thereof in force at the date on which these Articles become binding on the Company shall if not inconsistent with the subject or context bear the same meanings in these Articles.

2. The maximum number of members of the Company is 100 but the Trustees may from time to time register an increase of members.

3. The provisions of Section 352 of the Act shall be observed by the Company and every member of the Company shall either sign a written consent to become a member or sign the register of members on becoming a member.

4. The subscribers to the Memorandum of Association and such other persons as the Board of Trustees shall admit in accordance with the provisions hereinafter contained shall be members of the Company.

5. Every person desirous of becoming a member of the Company must sign and deliver to the Company an application for membership in the form following namely:-

"To " "
"I/We " "
"of " "
"desire to become a member of the Company and "
request you to enter my/our name in the Register of "
Members accordingly subject to the Memorandum " "
and Articles of Association."

6. When the Board of Trustees shall have resolved to admit any applicant to membership the Secretary of the Company shall forthwith send such applicant at the address given on his application for membership notice in writing of his admission to membership.

7. The privileges of a member shall not be transferrable and every member shall cease to be a member on the happening of any of the events following namely:-

(a) If being an individual he shall die or become of unsound mind or if being a company or other statutory body a resolution be passed or order made for its winding up or dissolution.

(b) If he serve upon the Company six months' notice in writing of his intention to resign his membership in which event he shall cease to be a member at the expiration of six months from the date of service of such notice upon the Company.

(c) If any annual, quarterly or other subscription payable by him as a member remains unpaid at the expiration of the period of three months from the date upon which it became payable and the Board of Trustees resolve that by reason of such non-payment he shall cease to be a member.

(d) If his membership be terminated in accordance with the next following sub-clause of this Article.

(e) If (during any period in which no subscription is payable by members) any member shall in a consecutive period of at least two calendar years not have attended in person any General Meeting of the Company and not have caused to be deposited pursuant to Article 29 a proxy for any such meeting or if during such consecutive period the registered address of a member shall be out of date (of which fact it shall be sufficient evidence that a letter sent to such address in the first of such two years has been returned through the post and that no subsequent information showing the address not to have been out of date has been received by the Company) the Board of Trustees may at any time within the third calendar year cause to be posted to such member at his registered address a notice stating that if he shall not within one month after the date on which such notice was posted inform the Company in writing that he wishes to remain a member thereof his name will be struck off the list of members and if at the expiry of such notice he shall not so have informed the Company the Board of Trustees may (whether or not the notice sent to him has been returned through the post) at any time before the end of such calendar year declare that he has ceased to be a member and on such declaration he shall so cease and the Register of Members shall be altered accordingly.

GENERAL MEETINGS

8. The Company shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Company and that of the next. Provided that so long as the Company holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation nor in the following year. The Annual General Meeting shall be held at such time and place as the Board of Trustees shall appoint.

9. All general meetings other than Annual General Meetings shall be called extraordinary general meetings.

10. The Board of Trustees may, whenever they think fit, convene an extraordinary general meeting, and extraordinary general meetings shall also be convened on such requisition or, in default, may be convened by such requisitionists as provided by Section 368 of the Act. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum, any Trustee or any two members of the Company may convene an extraordinary general meeting in the same manner as nearly as possible as that in which meetings may be convened by the Board of Trustees.

11. An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by twenty-one days' notice in writing at the least, and a meeting of the Company other than an Annual General Meeting or a meeting for the passing of a special resolution shall be called by fourteen days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business

and shall be given, in manner hereinafter mentioned, or in such other manner, if any, as may be prescribed by the Company in general meeting, to such persons as are under the Articles of the Company, entitled to receive such notices from the Company: Provided that a meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in this Article, be deemed to have been duly called if it is so agreed -

- (a) in the case of a meeting called as the Annual General Meeting, by all the members entitled to attend and vote thereat; and

- (b) in the case of any other meeting, by a majority in number of the members having a right to attend and vote thereat, being a majority together representing not less than ninety-five per cent of the total voting rights at that meeting of all the members.

12. The accidental omission to give notice of a meeting to or the non-receipt of such notice by any person entitled to receive notice thereof shall not invalidate the proceedings at that meeting nor any resolution passed thereat.

PROCEEDINGS AT GENERAL MEETINGS

13. All business shall be deemed special that is transacted at an extraordinary general meeting and also all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets, and the reports of the Board of Trustees and Auditors, the election of Trustees in the place of those retiring and the appointment of, and the fixing of the remuneration of, the Auditors.

14. No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided, two members present in person or by proxy shall be a quorum.

15. If within half an hour from the time appointed for the holding of a general meeting a quorum is not present the meeting if convened on the requisition of members shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and place or at such other place as the Trustees may determine and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the meeting shall be dissolved.

16. The Chairman, if any, of the Board of Trustees shall preside as Chairman at every general meeting of the Company, or if there is no such Chairman, or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Trustees present shall elect one of their number to be Chairman of the meeting.

17. If at any meeting no Trustee is willing to act as Chairman or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting the members present shall choose one of their number to be the Chairman of the meeting.

18. The Chairman may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other

than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid the members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting.

19. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is before or upon the declaration of the result of the show of hands demanded (a) by the Chairman, or (b) by at least three members present in person or by proxy, or (c) by any member or members present in person or by proxy and representing not less than one tenth of the total voting rights of all the members having the right to vote at the meeting. Unless a poll be so demanded, a declaration by the Chairman of the meeting that a resolution has on show of hands been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to that effect in the minute book of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

20. Subject to the provisions of Article 21, if a poll be demanded in manner aforesaid it shall be taken at such time and place and in such manner as the Chairman of the meeting shall direct and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

21. A poll demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.

22. In the case of an equality of votes whether on a show of hands or on a poll the Chairman of the meeting shall be entitled to a second or casting vote.

23. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

24. Subject to the provisions of the Act a resolution in writing signed by all the members for the time being entitled to receive notice and to attend and vote at general meetings (or being corporations by their duly authorised representatives) shall be as valid and effective as if the same had been passed at a general meeting of the Company duly convened and held.

VOTES OF MEMBERS

25. Subject as hereinafter provided every member shall have one vote.

26. No member other than a member duly registered who shall have paid every subscription and other sum (if any) which shall be due and payable to the Company in

respect of his membership shall be entitled to vote on any question either personally or by proxy or as proxy for another member at any general meeting.

27. Votes may be given on a poll either personally or by proxy. On a show of hands a member present only by proxy shall have no vote. A proxy need not be a member.

28. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or, if such appointor is a corporation, under its common seal if any and, if none, then under the hand of some trustee duly authorised in that behalf.

29. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof shall be deposited at the registered office not less than forty eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll, not less than twenty four hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.

30. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit:-

"I/We	"
"of	"
"a member of	"
"hereby appoint	"
"of	"
"and failing him	"
"of	"
"to vote for me and on my behalf at the	"
"(Annual or Extraordinary or Adjourned as the case may be)"	"
"General Meeting of the Company to be held on the	"
"day of and at every adjournment thereof	"

"As Witness my hand this day of 20 "

This form is to be used in favour/against the resolution. Unless otherwise instructed the proxy will vote as he thinks fit.

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

31(a) A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the registered office before the commencement of the meeting or adjourned meeting at which the proxy is used.

(b) A member of unsound mind, or in respect of whom an order has been made by any court having jurisdiction in lunacy, may vote, whether on a show of hands or on a poll, by his Board of Trustees, receiver, curator bonis or other person in the nature of committee, receiver or curator bonis appointed by that court, and any such Board of Trustees, receiver, curator bonis or other person may, on a poll, vote by proxy.

CORPORATIONS ACTING BY REPRESENTATIVES AT MEETINGS

32. Any corporation which is a member of the Company may by resolution of its Board or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Company and the person so authorised shall be entitled to exercise the same powers on behalf of the corporation which he represents as that corporation could exercise if it were an individual member of the Company.

BOARD OF TRUSTEES

33(a) The business of the Company shall be managed by the Board of Trustees who may pay all such expenses of and preliminary and incidental to the promotion, formation, registration and establishment of the Company as they think fit and may exercise all such powers of the Company and do on behalf of the Company all such acts as may be exercised and done by the Company and as are not by statute or by these Articles required to be exercised or done by the Company in general meeting subject nevertheless to any regulations of these Articles, to the provisions of the statutes for the time being in force and affecting the Company and to such regulations being not inconsistent with the aforesaid regulations or provisions as may be prescribed by the Company in general meeting but no regulation made by the Company in general meeting shall invalidate any prior act of the Trustees which would have been valid if such regulation had not been made.

(b) The Trustees may exercise all the powers of the Company to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Company.

34. Without prejudice to the generality of the last preceding Article the Trustees may from time to time (but subject to any contrary direction by the Company in general meeting):

(a) elect an Honorary Patron, an Honorary President, a Chairman, a Vice-Chairman, a Treasurer and a Secretary of the Company, and may delegate to such persons such powers and authority and such duties and responsibilities as they shall think fit.

(b) make regulations as to the terms on which subscribers to the funds of the Company or other persons may become and be known as Vice-Presidents or Associate Members or be known by some other honorific title provided that no such person shall by reason thereof alone become an Trustee of the Company.

(c) make regulations as to the annual, quarterly or other subscriptions (if any) to be made by members of the Company to the funds of the Company provided that such subscriptions shall not exceed the maximum annual rate from time to time fixed by

the Company in general meeting or, until such a maximum has been so fixed, the maximum rate of £10.00 a year.

35. Unless and until otherwise determined by the Company in general meeting, the number of the Trustees shall be not less than three nor more than thirteen. The first Trustees shall be the persons named in the statement delivered to the Registrar of Companies in accordance with Section 10 of the Act. No person may be appointed or continue to hold his position as an Trustee of the Company unless he is a member, or he becomes a member within one month of his appointment.

36. The Board of Trustees shall have power at any time, and from time to time, to appoint any person to be an Trustee, either to fill a casual vacancy or as an addition to the existing Trustees, but so that the total number of Trustees shall not at any time exceed the number fixed in accordance with these Articles; any Trustee so appointed shall hold office only until and shall retire at the next following Annual General Meeting, but shall be eligible for election by the members as an Trustee of the Company. Any Trustee so retiring shall not be taken into account in determining the Trustees who are to retire by rotation at such meeting. The Trustees for the time being of the Company may act notwithstanding any vacancy in their body provided that if at any time the Trustees be reduced in number to less than the minimum number prescribed herein, they may act for the purpose of admitting persons to membership of the Company, filling up vacancies in their body and summoning a general meeting but not otherwise.

37. The Company at the meeting at which an Trustee retired in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring Trustee shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such Trustee shall have been put to the meeting and lost.

38. No person other than an Trustee retiring at the meeting shall unless recommended by the Board of Trustees be eligible for election as an Trustee at any general meeting unless, not less than three nor more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the Company notice in writing signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to act.

39. The Company may from time to time by ordinary resolution increase or reduce the number of the Trustees and may by ordinary resolution of which special notice has been given in accordance with section 379 of the Act, remove any Trustee before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the Company and such Trustee.

40. The Company may by ordinary resolution appoint another person in place of any Trustee removed from office under the immediately preceding Article and, without prejudice to the powers of the Board of Trustees may appoint any person to be an Trustee either to fill a casual vacancy or as an additional Trustee.

DISQUALIFICATION OF TRUSTEES

41. An Trustee shall vacate his position if that Trustee:-

- (a) without the consent of the Company in general meeting holds any office of profit under the Company; or
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (c) becomes prohibited from being an Trustee by virtue of any provision of the Act; or
- (d) becomes of unsound mind; or
- (e) resigns his office by notice in writing to the Company; or
- (f) fails to become a member of the Company within one month of his appointment or ceases thereafter to be a member.
- (g) is directly or indirectly interested in any contract with the Company and fails to declare the nature of his interest in the manner required by section 317 of the Act.

Any person may be appointed or elected as an Trustee, whatever may be his age, and no Trustee shall be required to vacate his office by reason of his attaining or having attained the age of seventy years or any other age.

PROCEEDINGS OF THE BOARD OF TRUSTEES

42. The Trustees may meet together for the despatch of business, adjourn, and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote. An Trustee may, and the Secretary on the requisition of an Trustee shall, at any time, summon a meeting of the Board of Trustees. It shall not be necessary to give notice of a meeting of the Board of Trustees to any Trustee for the time being absent from the United Kingdom.

43. The quorum necessary for the transaction of the business of the Board of Trustees may be fixed by the Trustees, and unless and until so fixed shall be three.

44. The Trustees shall cause minutes to be made in books provided for the purpose:-

- (a) of all appointments of Trustees made by the Board of Trustees;
- (b) of the names of the Trustees present at each meeting of the Board of Trustees and of any sub-committee of the Board of Trustees;
- (c) of all resolutions of and proceedings at all meetings of the Company, and of the Board of Trustees and of sub-committees of the Board of Trustees;

and every Trustee present at any meeting of the Board of Trustees, or sub-committee of the Board of Trustees shall sign his name in a book to be kept for that purpose.

45. The Board of Trustees may elect a Chairman of its meetings and determine the period for which he is to hold office; but if no such Chairman is elected, or if at any meeting the Chairman is not present within five minutes after the time appointed for holding the same, the Trustees may choose one of their number to be Chairman of the Meeting.

46. The Board of Trustees may delegate any of its powers to sub-committees consisting of such member or members of their body as they think fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed upon it by the Board of Trustees and shall, in respect of each of its meetings, deposit with the Secretary for the time being to The Board of Trustees within seventy-two hours of the conclusion of such meeting or such shorter period as shall be reasonably practicable, a copy of the Minutes of that meeting and a copy of any agenda or other document laid before the meeting.

47. A sub-committee may elect a Chairman of its meetings; if no such Chairman is elected, or if at any meeting a Chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be Chairman of the meeting.

48. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the Chairman shall have a second or casting vote.

49. An Trustee may from time to time by notice in writing to the Company appoint any person approved by all members of the Board of Trustees to act as an alternate Trustee at any meeting of the Board of Trustees from which he is himself absent, and may in like manner remove any person so appointed from office. An alternate Trustee so appointed may also be removed from his office by not less than twenty-four hours' notice in writing to the Company given by a majority of the members of the Board of Trustees. An alternate Trustee appointed under this Article shall not be required to be a member of the Company or be entitled to any remuneration from the Company, but shall be entitled, while holding office, as such, to receive notice of and be counted in the quorum at meetings of the Board of Trustees and to attend, speak and vote thereat in place of and in the absence of the Trustee appointing him.

50. All acts done by any meeting of the Board of Trustees or of a sub-committee of the Board of Trustees or by any person acting as an Trustee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the Board of Trustees or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be an Trustee.

51. A resolution in writing signed by all the Trustees for the time being entitled to receive notice of a meeting of the Board of Trustees shall be as valid and effectual as if it had been passed at a meeting of the Board of Trustees duly convened and held.

INDEMNITY

52. Subject to the provisions of Section 310 of the Act, and in addition to such indemnity as is contained in regulation 118 of Table A, every Trustee, Secretary or other official of the Company shall be entitled to be indemnified out of the assets of the Company against all losses or liabilities incurred by him in or about the execution and discharge of the duties of his office.

SECRETARY

53. Subject to Section 10 of the Act, the Secretary shall be appointed by the Board of Trustees for such term and upon such conditions as they may think fit; and any Secretary so appointed may be removed by them. The Board of Trustees may in like manner appoint an assistant or deputy Secretary and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

54. A provision of the Act or these Articles requiring or authorising a thing to be done by or to an Trustee and the Secretary shall not be satisfied by its being done by or to the same person acting both as Trustee and as, or in the place of, the Secretary.

THE SEAL

55. The Board of Trustees shall provide for the safe custody of the seal, which shall only be used by the authority of a resolution of the Board of Trustees, or of a sub-committee of the Board of Trustees authorised by the Board of Trustees in that behalf. The seal of the Company shall not be affixed to any instrument except in the presence of at least two Trustees and of the Secretary and the said Trustees and Secretary shall sign every instrument to which the seal shall be so affixed in their presence.

CHEQUES

56. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Board of Trustees shall from time to time by resolution determine.

ACCOUNTS

57. The Board of Trustees shall cause accounting records to be kept in accordance with Section 221 of the Act.

58. The accounting records shall be kept at the registered office of the Company or, subject to Section 222 of the Act at such other place or places as the Board of Trustees think fit, and shall always be open to the inspection of the Trustees of the Company.

59. The Board of Trustees shall from time to time determine whether and to what extent and at what time and places and under what conditions or regulations the accounts and books of the Company or any of them shall be open to the inspection of members not being Trustees, and no member (not being an Trustee) shall have any right of inspecting any account or book or document of the Company except as conferred by statute or authorised by the Board of Trustees or by the Company in general meeting.

60. The Board of Trustees shall from time to time, in accordance with Sections 227, 229, 235 and 241 of the Act, cause to be prepared and to be laid before the Company in general meeting such income and expenditure accounts; balance sheets, group accounts (if any) and reports as are referred to in those Sections.

61. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Company in general meeting, together with a copy of the reports of the Auditors and of the Board of Trustees, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the Company: Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Company is not aware or to more than one of the joint holders of any debentures.

62. Auditors shall be appointed and their duties regulated in accordance with Sections 384 to 392 of the Act inclusive.

NOTICES

63. A notice may be given by the Company to any member either personally or by sending it by post to him or to his registered address, or (if he has no registered address within the United Kingdom) to the address, if any, within the United Kingdom supplied by him to the Company for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the expiration of twenty-four hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.

64. Notices of every general meeting shall be given in any manner hereinbefore authorised to-

(a) every member except those members who (having no registered address within the United Kingdom) have not supplied to the Company an address within the United Kingdom for the giving of notices to them;

(b) every person being a legal personal representative or a trustee in bankruptcy of a member where the member but for his death or bankruptcy would be entitled to receive notice of the meeting; and

(c) the Auditor for the time being of the Company.

No other person shall be entitled to receive notices of general meetings.

DISSOLUTION

65. Clauses 6 and 7 of the Memorandum of Association of the Company relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in these Articles.

NAME AND ADDRESS
OF SUBSCRIBER

Business Information
Research & Reporting Limited
Crown House
64 Whitchurch Road
Cardiff
CF14 3LX

Dated this 15th day of August 2005

DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT PRIDE
Date Application Received	03/04/25
Constitution / Financial Statements / Audited Accounts Included	_____
Date considered by Town Council	
Amount requested	£1,200.00
Amount of donation received	
Actions to be completed following receipt of donation:-	
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

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



COMMUNITY GRANT APPLICATION FORM

1	Applicant's Contact Details
Name of contact person:	Richey Mitchell
Position in organisation:	Chair
Address:	[REDACTED]
Home no:	N/A
Mobile no:	[REDACTED]
Email address:	[REDACTED]

2	Organisation or Group Details
Name of organisation/group:	Caldicot Pride
Name of chairperson:	Richey Mitchell
Name of secretary:	Ellie Doran
Name of treasurer:	Zoe Perry
Address:	TogetherWorks Woodstock Way, Caldicot NP26 5DB
Description of organisation/group: "Caldicot Pride" refers to the committee who organise and host the annual Pride event in Caldicot. We are a non-profit organisation promoting and celebrating diversity and equality, particularly for the LGBTQ+ community.	

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We have grown from a support group for Trans+ individuals in the community (Queerspace), which was founded in 2022. Our committee is made up of both LGBTQ+ individuals and allies of the community. We also host fundraising events throughout the year and attend other events (such as other Prides and Health & Wellbeing events) both to raise funds and help more people find Caldicot Pride and/or Queerspace.

Last year, we held the first all-ages Pride event for Caldicot at TogetherWorks on the 10th of August. The event was a roaring success which saw hundreds of attendees come together to celebrate and build bridges. Our feedback survey has shown that the day was incredibly well-received by Caldicot and its residents. Building on this success, we have been able to scale up our event this year and hold it at Caldicot Castle on 5th July.

Last year's event would not have been possible without the generous support of Caldicot Town Council, and we are extremely grateful for this. Together we are creating a safe space and the opportunity to celebrate our identities, for LGBT+ members of the community and their allies. Thank you in advance for reading our application - we look forward to working together again this year.

What does your organisation/group offer to the town of Caldicot and how does the town benefit?:

We organise and host an annual Pride event which creates a safe space and the opportunity to celebrate LGBT+ identities and build bridges within the community. As part of this we also host fundraising events with similar aims, such as pub quizzes and a drag performance evening.

The primary aim of Caldicot Pride is to provide a safe, fun and colourful event for the whole community. In collaboration with the Events Committee and a security firm, we work towards a Wales of cohesive communities by ensuring our event is accessible and safe for potentially vulnerable groups. Pride events help to create a healthier Wales, both in terms of mental health (particularly for LGBT+ individuals) and physical health (education and sharing information is crucial; last year's event featured stalls from the NHS and various charities).

Pride events have historically taken place in cities or large towns. It has been an honour and a privilege to bring Pride to our hometown - travelling to cities is often a challenge for those of us who may have disabilities or may be less able to afford transport. A Pride event at home helps more people overcome these barriers, and means we are more visible in our own community and have more opportunity to celebrate a more equal Wales with friends and family.

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Date when organisation/group was formed:	The Caldicot Pride committee was established in January 2024 under the umbrella of Friends of TogetherWorks. We became an independent group in November 2024.
Are you a registered charity? If so, what is the charity number?:	N/A
Where does your organisation/group normally meet?:	Our regular meetings are generally online. The event itself will be at Caldicot Castle this year.
How often does your organisation or group meet?:	Our regular meetings are roughly fortnightly; the event itself is annual.

3	Grant Application Details
<p>Briefly describe the project or purpose for which you require a grant. Please state how it will benefit the local community to meet the following criteria:</p> <p>i. Community Benefit</p> <p>The event will primarily benefit the LGBT+ community. Giving this community the opportunity to celebrate diversity in a safe space is immensely beneficial and promotes a more equal Wales.</p> <p>It will improve the visibility of the LGBT+ community, which provides reassurance and the chance to build bridges both with each other and with allies.</p> <p>The event is open to all, and is a fun-filled, colourful day for all.</p> <p>ii. Sustainability</p> <p>We ensure our event is environmentally friendly.</p> <p>On the day, we will have recycling stations and volunteers litter picking throughout. The waste will be collected by a professional company who will ensure as much of it is recycled as possible.</p> <p>Beyond this, we avoid creating unnecessary waste - for example, we avoid putting dates on printed promotional materials so that they are reusable. We use recyclable or reusable decorations rather than plastics such as balloons, and use digital promotional materials and ticketing as much as possible.</p>	

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iii. Economic Viability

As with many non-profit organisations, our finance comes from grants and funds like yours, as well as our own fundraising efforts.

Our treasurer is an experienced accountant who provides the committee with detailed reports at every meeting.

These factors, along with funds raised on the day by activities such as a raffle, equipped us with a surplus at the end of last year's journey which has been the starting point for this year's arrangements.

iv. Age Range Project / Grant Covers

A large proportion of attendees of Pride events has historically been young people, namely teens and young adults.

However, more recently, Pride events have been attended by a wide variety of people, as more of our friends, family and allies come along with us. At last year's event, we saw attendees ranging from young families all the way through to the elderly.

v. Any Environmental Benefits

As mentioned under Sustainability, we ensure that we reuse and recycle as much as possible. As part of this we avoid physical materials in favour of digital options as much as possible.

We will also encourage attendees to travel to the event by public transport, by providing information on how to do so on our social media pages nearer to the event, which will benefit the environment by reducing emissions.

What is the total cost of the project?:	£10,200
What percentage of the grant are you applying for?:	10%
How do you intend to fund the remaining balance of the project?	
• Yourself, or your organisation/group:	£ 960
• Local authorities	£

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• Local organisations	£ 2,000
• Fundraising	£ 1,000
• Other	£ up to £5,500
• Total:	£ 9,460

Have you applied to any organisation for a grant for the same project?

If so please give details, including unsuccessful applications:

Yes. We applied unsuccessfully to the National Lottery Awards for All fund.
We have pending applications with Not A Phase and the Beaumont Society.

At time of writing these are the only applications we have sent, but we will likely be sending more in the near future. Last year we secured funding from MHA, GAVO and from the Welsh Government's Grassroots Pride Fund - we are likely to apply to those again if or when they are open.

Have you applied to caldicot town council for grant funding before?

i) ☒ Yes /no

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020:

2020/2021:

2021/2022:

2022/2023:

2023/2024: Across two applications, Caldicot Town Council generously granted us a total of £1,380. This allowed us to cover costs related to health and safety and to have medical cover on site on the day.

Caldicot Town Council

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



iii) If yes, please explain why you are applying again?

We are absolutely delighted that our event has grown so quickly. As a result, we are aiming to hold a bigger and even better event this year, at a much bigger venue, which will attract many more people to Caldicot (estimates are currently as high as 2,000 attendees).

As a small non-profit organisation, we are intrinsically dependent on grants from larger organisations. While we were able to hold onto a small surplus of funds from last year, this will not cover the costs of the entire event this time around.

The support of Caldicot Town Council last year made a massive difference to our event. As a result of your generosity we were able to hold a larger event than previously anticipated, as all things health and safety and security were covered. We are extremely grateful for your support and look forward to working together again to deliver a safe celebration for the whole community.

Will the project incur ongoing maintenance and/or running costs?

If yes, please give details of funding.

No - the funds applied for here are to go towards a one-off event.


Provided the event is a success, we would be over the moon if we are able to continue in future years. However, for the time being, we only have a view to this year's event.

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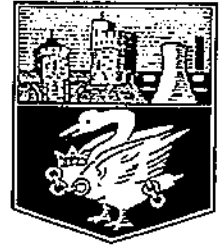
4	<h3 style="text-align: center;">Declaration</h3> <p>I declare that the information given in this application is correct and if the application is successful, I agree to adhere to the conditions laid out in the Caldicot Town Council's Community Grants Policy, a copy of which I have received.</p> <p>I enclose with this application:</p> <ul style="list-style-type: none"> • A copy of our constitution, set of rules or statement of our aims and objectives • Copies of accounts for the last two years (preferably audited) • Supporting evidence of the cost of the project or reason for the grant application e.g. invoices or estimates • Copies of the minutes of the last AGM and the latest meeting <p>Please note, applications sent without the above information may not be accepted.</p> <p>If you do not have these for your organisation or group, please explain why or why you have not attached them?</p> <p>As we have only been an independent organisation since November, we are yet to hold a formal AGM. In lieu of this we hope that copies of minutes from our most recent meeting along with our constitution will suffice. Similarly, we have only had a separate bank account for the same time. Our treasurer has provided accounts since this time (before this our funds were ringfenced within the Friends of TogetherWorks account).</p> <p>I confirm that I have authorisation to sign and submit this Community Grant application on behalf of the organisation/group mentioned herein:</p> <p>Name of Organisation or Group: Caldicot Pride</p> <p>.....</p> <p>Print Name: Richey Mitchell</p> <p>Signed: </p> <p>Date: 03/04/2025</p> <p>Position in Organisation/Group: Chair</p>
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After completion, please return to:
The Town Clerk, Council Offices, Sandy Lane, Caldicot, Monmouthshire, NP26 4NA

Caldicot Town Council

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Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



For Town Council Use Only

Date Received:

Date of Meeting:

Decision:

Minute no:

Amount Awarded (If Applicable):

CALDICOT PRIDE – CONSTITUTION

1. **Name:** The name of the group will be Caldicot Pride.
2. **Aims:** To promote inclusivity and visibility within the local LGBTQIA+ communities, through education, information sharing and campaigning and by co-ordinating an annual celebratory Pride event, in Caldicot, for the local LGBTQIA+ communities and their allies/supporters.
3. **Membership:** Membership of Caldicot Pride is open to anyone who:
 - A. Supports the aims of Caldicot Pride, specifically agreeing to adhere to its Acceptable Behaviour Guidelines and all other policies and procedures adopted by the Caldicot Pride Committee.
 - B. There is no membership fee, but this may be reviewed and changed by the full Caldicot Pride Committee, as necessary.
 - C. A list of all members and their contact details will be kept by the Secretary.
 - D. Members may resign at any time in writing to the Secretary.
4. **Equal Opportunities:** In line with its Acceptable Behaviour Guidelines, Caldicot Pride will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. Any issues arising from this will be dealt with as outlined in the Acceptable Behaviour Guidelines.
5. **Meetings**
 - 5.1. Annual General Meetings
 - 5.1. a An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
 - 5.1. b All members will be notified by either telephone, email, post or via social media postings, at least 3 weeks before the date of the meeting, giving the venue, date and time.
 - 5.1. c Nominations for officers may be made to the Secretary before the meeting, or to the Chair at the meeting.
 - 5.1. d Agenda items for the AGM should be given to the Secretary at least 7 days before the AGM.
 - 5.1. e The quorum for the AGM will be 4 members of the core committee.
 - 5.2 At the AGM:
 - 5.2. a The Officers will present a report of the work of Caldicot Pride over the year.

5.2. b The Treasurer, or in their absence, The Chair, will present the accounts of Caldicot Pride for the previous year.

5.2.c The officers and Committee for the next year will be elected.

5.3 Special General Meetings

5.3. a The Secretary will call a Special General Meeting at the request of at least 2 members giving a written request to the Chair or Secretary stating the reason for their request.

5.3. b The meeting will take place within twenty-one days of the request.

5.3.c All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda.

5.3. d Notice may be by telephone, email, post or via social media postings

5.3.e The quorum for the Special General Meeting will be 4 members.

5.4. Main Committee Meetings

5.4.a Main Committee Meetings are open to all members and will be held at least once every 2 months or more often if necessary.

5.4.b All members will be given at least one weeks' notice of Main Committee meetings, giving the venue, date, time and agenda.

5.4.c Notice may be by telephone, email, post or via social media postings.

5.4.d The quorum for a Main Committee meeting shall be 3 members.

6. Rules of Procedure for Meetings:

6.1a All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

6.1. b If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

7. Officers and committees:

7.1. Caldicot Pride Core Committee

7.1. a The business of the Caldicot Pride will be carried out by the Core Committee.

7.1. b The Core Committee will meet as necessary and not less than four times a year.

7.1.c Membership of the Core Committee shall be open to anyone who fulfils the membership criteria in Section 3, and is committed to attending Core Committee Meetings as required by the existing members and actively participate.

7.2. At the AGM, the Core Committee shall elect the following officers:

7.2. a The Chair who shall chair committee meetings

7.2.b The Secretary, who shall be responsible for the taking of minutes and the distribution of all papers, and will chair committee meetings in the absence of The Chair.

7.2.c The Treasurer who shall be responsible for maintaining accounts.

7.2.d In the event of an officer standing down during the year, a replacement will be elected by the next Core Committee meeting of members.

7.2.e Any committee member not attending a meeting, without apology, for six months will be contacted by the committee and asked if they wish to resign.

7.3 Satellite Committee

7.3.a Additional tasks and support of Caldicot Pride will be undertaken by the Satellite Committee, potentially including but not limited to:

7.3.a.1 Marketing: All aspects of marketing, and publicity, sponsorship, fundraising, social media.

7.3.a.2 Production: Staging the event, stalls, event layout, timings, act co-ordination, route planning.

7.3.a.3 Logistics: Finances, First Aid, Event Plan, policies and Procedures, Security, Toilets, Litter.

7.3.b Members of the Satellite Committee will report to the relevant member of the Core Committee, e.g. reporting to the treasurer with regards to finance.

7.3.d The Satellite Committee cannot make substantive decisions, they must make recommendations to the Main Committee, who will then vote on whether to accept those recommendations.

7.3.e Satellite Committee members must attend at least one SC meeting within a three month period.

8. Finances:

8.1 An account will be maintained on behalf of Caldicot Pride at a bank agreed by the committee.

8.2 The Chair, Secretary and Treasurer shall be the nominated signatories.

8.3 The signatories must not be related nor members of the same household.

8.4 Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

8.5 All money raised by or on behalf of Caldicot Pride is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution:

9.1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

9.2 The proposed amendment must be circulated with the notice of meeting.

9.3 Any amendment to the constitution will require a three quarters majority of those present.

10. Dissolution:

10.1 If a Core Committee meeting, by simple majority, decides that it is necessary to close down the Caldicot Pride it must call a Special General Meeting to do so.

10.2 The sole business of this meeting will be to dissolve the group.

10.3 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local organisation.

10.4 The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Special Meeting of Caldicot Pride held on:

Date: 06/11/2024

Name and position in group: Richey Mitchell, Chair of Caldicot Pride Committee

Signed: R G D Mitchell

Name and position in group: Ellie Doran, Secretary of Caldicot Pride Committee

Signed: E Doran

Caldicot Pride Budget 2025

	Last Year Actual	This year			
	£	£			
Income					
Grants	4890	9000			
Stall Rentals	330	300			
Food Vendor Fees	250	250			
Fundraising	710	750			
Total	6180	10300			
Expenditure					
Events ML					
Stage and stalls	2829	1230			
Toilets/waste		1050			
PA system		180			
Sound Engineer		300			
Power		200			
First Aid		510			
Installation of gazebos etc		720			
Insurance		420			
Safety		1440			
Crowd barrier		22			
Events ML Total	2829	6072			
Decorations	248	250			
Website	0	50			
Security	857	900			
Performers	550	750			
Printing/Promotion	435	500			
Out of the Closet	301	300			
Site rental	0	651			
Photographer		250			
Contingency		500			
Sub total	2391	4151			
Total	5220	10223			
Surplus/deficit	960	77			

Caldicot Pride

Income and Expenditure account 2024

£

Income	
Grants	4890
Stall Rentals	330
Food Vendor Fees	250
Fundraising	710
Total	6180
Expenditure	
Events ML	
Stage and stalls	2829
Events ML Total	2829
Other Expenditure	
Decorations	248
Website	0
Security	857
Performers	550
Printing/Promotion	435
Out of the Closet	301
Site rental	0
Photographer	
Contingency	
Sub total	2391
Total	5220
Surplus/deficit	£960

CALDICOT PRIDE 2025 - COMMITTEE MEETING

Location: Online Date: 03/04/2025 Time: 6:30 PM

I. INTRODUCTIONS

- a. Welcome - the chair will welcome everyone to the meeting.
- b. The Secretary will take attendance.
- Ellie, Richey, Eldritch, Zoe

II. SPRINT LOG

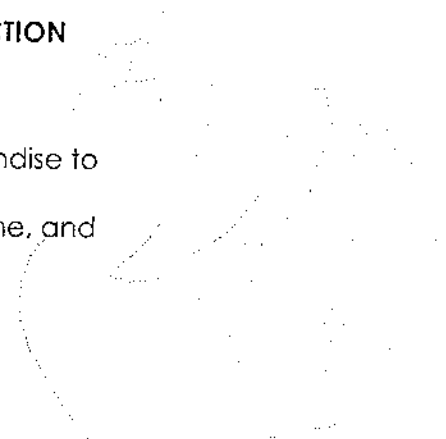
- a. The Chair will take the committee through the log.
-

III. FINANCE

- a. If not already covered, the committee will discuss and share updates on any grants applications.
- Will need to look into whether the Welsh Gov Grass Roots funding is opening for 2025
 - Zoe to email contract from 2024 - **ACTION**
 - Zoe to contact local Senedd Member to find out if it's happening - **ACTION**
- Richey to send Town Council grant application - **ACTION**
- Zoe to chase The Beaumont Society and Not A Phase - **ACTION**
- Zoe to find out who Pride in the Port and Abergavenny Pride are reaching out to for funding - **ACTION**
- Ellie and Richey to speak to Pride Cymru and Pride in the Port on Saturday 05.04 about who they are getting funding from - **ACTION**

IV. FUNDRAISING

- a. Any updates or discussions ahead of DragFest.
- Eldritch to check if tickets can be sold on the door - **ACTION**
- Team at Fair in Newport to promote - **ACTION**
- b. Any final organisation for the stall at Corn Exchange.
- Richey to ask Elizabeth to collect Queerspace merchandise to drop to Ellie - **ACTION**
- Richey to follow up with Fair Organisers about arrival time, and location - **ACTION**



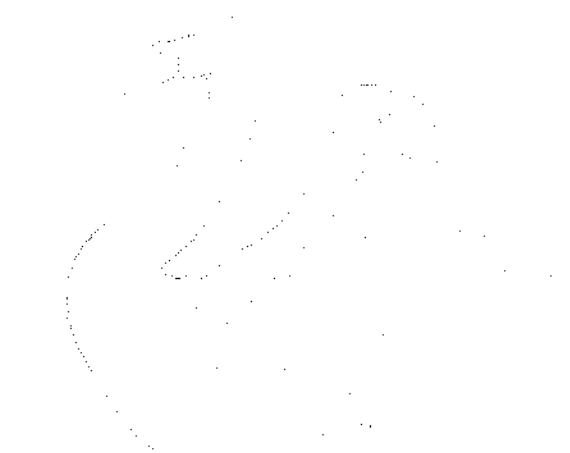
CALDICOT PRIDE

V. SITE VISIT

- a. If not already covered, Ellie will share an update from the site visit.
- Food traders can't sell the following, as it will undercut the cafe:
 - beer
 - ice cream
 - tea/coffee
 - soft drinks
- Traders to take stock waste with them and cannot dispose of in public bins
- Food hygiene, risk assessments, public liability from all traders need to be collected and sent to Events ML ASAP
 - Might be worth giving Rachel + Ellis access to a Google drive folder where files can be uploaded as soon as they come in
- Nothing can be attached to Castle stonework
- Decorations can be tied to railings
- Aiming for the following:
 - 18 traders on left side (looking from main gate), with a small bit of overspill if needed
 - 4-5 food trader on right hand side (looking from main gate)
- Venue have lawn games they can put out - free of charge

VI. CONCLUSION

- a. Date and time of next meeting to be agreed.
- Thursday 24th April with Stakeholders - Comet and Events ML

A handwritten signature in blue ink, appearing to read 'Galdino Price', written over a faint, light blue circular stamp or watermark.

GALDINO PRICE

DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT MOTORCYCLE CLUB
Date Application Received	29/04/25
Constitution / Financial Statements / Audited Accounts Included	_____
Date considered by Town Council	
Amount requested	£1,800.00
Amount of donation received	
Actions to be completed following receipt of donation:-	
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]	

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COMMUNITY GRANT APPLICATION FORM

1	Applicant's Contact Details
Name of contact person:	Colin Jones
Position in organisation:	President
Address:	Caldicot NP26 4SW
Home no:	
Mobile no:	
Email address:	

2	Organisation or Group Details
Name of organisation/group:	Caldicot Motorcycle Club
Name of chairperson:	Colin Jones
Name of secretary:	Dawn Jones
Name of treasurer:	Robert Davies
Address:	
Description of organisation/group: motorcycle club based in Caldicot raising money for local charities	

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What does your organisation/group offer to the town of Caldicot and how does the town benefit?:

We have started running Hoggin and we have based the event in caldicot bringing money into local pubs and shops and giving caldicot we hope a good name and bring new people to visit our town.

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Date when organisation/group was formed:	04/2006
Are you a registered charity? If so, what is the charity number?:	No but we are in process of making (HOGGIN) a charity event
Where does your organisation/group normally meet?:	35 Loughborough rd
How often does your organisation or group meet?:	Monthly

3	Grant Application Details
<p>Briefly describe the project or purpose for which you require a grant. Please state how it will benefit the local community to meet the following criteria:</p> <p>i. Community Benefit</p> <p>Bringing people into our town and money into local business and help local charities to continue their great work</p> <p>ii. Sustainability</p> <p>Hoggin has been running for over 20 years so already has a strong following.</p>	

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iii. Economic Viability

local business has benefitted since we brought the event to caldicot and as the event grows so this will grow also.

iv. Age Range Project / Grant Covers

as an average 10 - 100 years

v. Any Environmental Benefits

—

What is the total cost of the project?:	£1800
What percentage of the grant are you applying for?:	
How do you intend to fund the remaining balance of the project?	ticket sales for the ride donations from event stalls
• Yourself, or your organisation/group:	£
• Local authorities	£

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- | | |
|-----------------------|---|
| • Local organisations | £ |
| • Fundraising | £ |
| • Other | £ |
| • Total: | £ |

Have you applied to any organisation for a grant for the same project?
If so please give details, including unsuccessful applications:

Yes - Last year being our first time running the event and we aim to be self efficient after this year.

Have you applied to caldicot town council for grant funding before?

i) Yes / No

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020: /

2020/2021: /

2021/2022: /

2022/2023: /

2023/2024: £1800 (HOGGIN)

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iii) If yes, please explain why you are applying again?

this is a big event and we are a new team organising this but we aim to be self efficient after this year.

Will the project incur ongoing maintenance and/or running costs?
If yes, please give details of funding.

yes - money retained from total of the event to finance the event in the future.

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After completion, please return to:
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For Town Council Use Only

Date Received:

Date of Meeting:

Decision:

Minute no:

Amount Awarded (If Applicable):

CONSTITUTION FOR CALDICOT MOTORCYCLE CLUB

NAME:

Caldicot Motorcycle Club

AIMS:

- To help younger and learner riders to progress with attaining their full motorcycle licence.
- To help raise money for local charities .
- To abide by the club motto (Look after each other).
- To enjoy motorcycles as a group.
- To raise awareness of Caldicot, as a town.

MEMBERSHIP:

Membership is open to anyone who rides a motorcycle and an annual membership fee of £10 per year is payable every June.

Age to begin at 16 to enable the rider to use a learner licence.

Membership will begin as soon as membership forms and first annual payment is received, a full list of the members is kept by the Club Secretary.

Members can resign at any point.

If any member brings the club name into disrepute i.e. racist comments, sexist comments etc that are deemed to be unacceptable their membership will be revoked immediately.

EQUAL OPPORTUNITIES

Caldicot Motorcycle Club will not discriminate against any race, sex, sexual orientation, gender, religious or political beliefs.

OFFICERS AND COMMITTEES

Club business will be carried out by: the committee elected at the AGM.

The officers roles are as follows:-

- President will chair both general and committee meetings
- Vice President will chair meetings if President unavailable.
- Caretaker will be the representative for any information put forward by club members.
- Club Secretary will take club minutes of all meetings and liaise with club members for any memberships or paperwork needed for the running of the club.

In the event of an officer standing down, during the year, a replacement will be elected at the next Annual General Meeting.

MEETINGS

General meetings held once a month on a Saturday, all club members informed one week before the commencement of the meeting.

ANNUAL GENERAL MEETING

Held on 2nd Saturday every June. All members informed 4 weeks before meeting due to commence.

FINANCES

All club finances will be held in the club account . Any requests to see statements must be put forward in writing and a date arranged for said viewing.

All finances will be discussed at the AGM, if not requested during the course of the year.

AMENDMENTS TO THE CONSTITUTION

May only be made at the AGM.

DISSOLUTION

If a meeting, by simple majority decides that it is necessary to close down the club, all money and assets held by the club will be donated to a local charity.

This constitution was agreed at the Inaugural General Meeting of
Caldicot Motorcycle Club on 9th June 2006 by:

Mr Colin Jones (President)

Mrs Dawn Jones (Club Secretary)

END OF CONSTITUTION

DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT YOUTH GROUP
Date Application Received	02/08/24
Constitution / Financial Statements / Audited Accounts Included	_____
Date considered by Town Council	
Amount requested	£6,000.00
Amount of donation received	
Actions to be completed following receipt of donation:-	
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 Caldicot Youth Group

Contact Name Josh Klein

Address (of organisation)

C/O The Zone, 1 Chepstow Road, Caldicot, Monmouthshire

Post Code NP26 4HY

Tel No. Mobile [REDACTED] / The Zone - 01291 425427

E-mail Address joshklein@monmouthshire.gov.uk

What are the aims and purposes of your organisation?

The Company's objects shall be:

- The social provision of recreational and leisure time and activities provided in the interest of social welfare, designed to improve their conditions of life.
- To provide support any activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The Company shall have power to do all such things as are incidental or conducive to promoting the Objects, but without limitation, the following powers:

- To support the development of youth provision in Severnside.
- To develop premises for a permanent youth facility in Severnside.
- To act as advocate of the youth and young people in Severnside.
- To act as an advice and information centre for the youth in Severnside.

Is the organisation a registered charity? YES

If YES, what is the registration number? Charity No: 1123112

B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council


£6,000.00

What will be the total cost of the project?

In the audited accounts provided to Town Council on 15/07/24 the costs associated with the project were detailed for the financial year ending 31st April 2024.

As always I can provide information on how much the project has cost to run in the current financial year

	2024/25 when we have the in accounts audited (anticipated May 2025, although they are unlikely to be signed off by Caldicot Youth Group until the AGM in July 2025.)
How will the project be funded in total?	Through this grant, donations and other fundraising where necessary.
Have you ever received a grant from Caldicot Town Council? Please provide details:	<p>YES</p> <p>We have been successful in applying for an annual grant from Caldicot Town Council since Caldicot Youth Group started in May 2006. This year we are asking for £1000 increase in our grant allocation, having not asked for an increase since the financial year 2016/17 despite the rise of costs.</p>
C. DETAILS OF PROJECT	
Title of project	The Zone
Description of project	<p>The Zone is a fit for purpose, accessible building for young people 'one stop shop' for young people in the Caldicot area, aged 11-25, which:</p> <ul style="list-style-type: none"> • Provides a drop-in youth centre offering activities, information, support and opportunities for young people to get involved in their local communities • Offers young people somewhere safe to go, aiming to contribute to a reduction in anti-social behaviour and increase in positive engagement • Provides professionally qualified, trained and registered staff who act as role models to young people (provided by Monmouthshire Youth Service)
Who will benefit from the project?	<p>11-25 year olds, plus Year 6 pupils (aged 10/11 years old); predominantly 11-18 year olds accessing through the medium of English and Welsh language.</p> <p>Vulnerable young people and those in need of support. The wider community.</p>
Approximately how many of those who will benefit are residents of Caldicot	I can provide an update of figures for the current financial year 24/25 after April 2025.

	<p>The following figures relate to the financial year 23/24:</p> <p>Number of individual young people registered as attending The Zone: 619</p> <p>Number of contacts made at The Zone (i.e. number of attendances made by individual young people, each up to a period of 3 hours): 2,841</p> <p>Number of contacts made in the community by the Youth Workers based at The Zone (through e.g. outreach work, community work, work with schools during the daytime, trips and events): 2,218</p>
D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS	
<p>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 <u>prosperous</u> Wales (2) a <u>resilient</u> Wales (3) a <u>healthier</u> Wales (4) a <u>more equal</u> Wales (5) a Wales of <u>cohesive communities</u> (6) a Wales of <u>vibrant culture</u> and (7) a <u>globally responsible</u> Wales</p>	
E. DECLARATION	
I declare that the above information is correct.	
Signature	
Name and position within organisation	<p>Josh Klein – Director / Treasurer</p> <p>Date 02/08/2024</p>

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

A black rectangular redaction box covering the signature.

Date 02/08/2024

DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	TOGETHER WORKS
Date Application Received	08/05/2025
Constitution / Financial Statements / Audited Accounts Included	_____
Date considered by Town Council	
Amount requested	£300.00
Amount of donation received	
Actions to be completed following receipt of donation:-	
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]	

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COMMUNITY GRANT APPLICATION FORM

1	Applicant's Contact Details
Name of contact person:	Isla Arendell
Position in organisation:	Co-Ordinator
Address:	TogetherWORKS, Woodstock Way, Caldicot, NP26 5DB
Home no:	
Mobile no:	
Email address:	isla.arendell@gavo.org.uk

2	Organisation or Group Details
Name of organisation/group:	TogetherWORKS Caldicot
Name of chairperson:	Cathy Waliker
Name of secretary:	Jennifer Collett
Name of treasurer:	Helen Lane
Address:	TogetherWORKS, Woodstock Way, Caldicot, NP26 5DB
Description of organisation/group:	
<p>TogetherWORKS is a well-resourced community hub in the heart of Caldicot Town centre which is currently open to the public from Monday to Friday during the week and also for some activities in the evening. It offers a variety of facilities to the general public as well as other third sector organisations, groups and individuals. These include one large and two smaller rooms which can be hired out regularly or on a one off basis.</p>	

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We have a small kitchen and toilet facilities (Including a disabled toilet) plus a professional kitchen which is used to create meals for a range of specialist projects.

TogetherWORKS is a joint project between GAVO and MCC, funded by the SPF and South East Wales Energy. However, we are in the process of moving to a different model and becoming a CIO.

TogetherWORKS is run and managed by Isla Arendell, assisted part time by Liz Kayll.

Paul Wooldridge is employed part time as Woodwork technician, running low cost wood workshops and setting up a new Men's Shed for the local community.

What does your organisation/group offer to the town of Caldicot and how does the town benefit?:

TogetherWORKS is a community hub that aims to be community-driven. It offers a plethora of activities and groups based upon local need, to reduce isolation and loneliness and encourage people to come together for the sharing of skills and information and to engage in creative activities.

It offers drop-in surgeries for partner organisations to enable people to access the services and support they need locally in a relaxed community setting. For example, Cyfannol (Welsh Women's Aid) are here once a week which means their services and support are fully accessible to local women in their own community, ensuring they can have a face-to-face meeting without having to travel at a distressing time. Because of the many third sector partners who use the space it has become a hub for informal networking and sharing of skills and information, enabling us to reach and help more people and share information about local support and events.

TogetherWORKS responds to local need by running activities and providing resources and opportunities to meet up in the space. These include Bloke's Breakfast- providing a low cost butty and limitless hot drinks to local men, which is helping to combat male loneliness and an after-school Lego club, which offers children a free, safe space to create Lego models and keep off their screens, while having fun and making new friends.

We have several community groups who use the space to meet up and socialise while enjoying their favourite creative hobby, such as Knit and Natter, Mindful Colouring and Women's Wisdom, all well attended and valued by the participants for the opportunity to have fun, share problems and develop their creativity.

We

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Date when organisation/group was formed:	September 2021
Are you a registered charity? If so, what is the charity number?:	No. We are in the process of becoming a CIO
Where does your organisation/group normally meet?:	Address as above
How often does your organisation or group meet?:	Monday to Friday

3

Grant Application Details

Briefly describe the project or purpose for which you require a grant. Please state how it will benefit the local community to meet the following criteria:

i. Community Benefit

We are seeking a grant to fund our Summer Hunger Breakfast Club — a vital community initiative designed to combat school holiday hunger among school-age children in the Caldicot area. During the six-week summer break, many children lose access to free school meals, putting pressure on struggling families and risking child malnutrition. In response, we will provide nutritious breakfast bags and maintain a community 'store cupboard' of essentials, such as cereal, long-life milk, dry pasta, and sauce.

This project is a collaboration between Caldicot Library and TogetherWORKS, rooted in direct community need expressed by local families. Building on the success of the past two years, we plan to continue and expand this initiative, particularly in light of the cost-of-living crisis.

. Community Benefit:

The Summer Hunger Breakfast Club will support local families by ensuring that children continue to receive a healthy breakfast even when school is out. This initiative not only addresses food insecurity but also reduces stress and financial pressure on parents. Breakfast bags will be distributed Tuesdays to coincide with our free Children's Art Classes, promoting both nutrition and enrichment and will also be available through the week.

ii. Sustainability

TogetherWORKS have a proven two-year track record of delivering this initiative successfully. By partnering with local organisations and volunteers, we minimise costs and waste. We also accept donations from community members and local businesses. Our model can be replicated each year with proper funding and continues to grow in efficiency as we refine our process.

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iii. Economic Viability

Each breakfast bag costs approximately £4.44 and supports a child for a week, equating to just 64p per day. Last year, we distributed 108 bags. This year, we anticipate greater demand due to economic hardship. This funding will reduce the financial burden on low-income families and improve children's health and readiness to learn

iv. Age Range Project / Grant Covers

This project is aimed at school-age children (approximately 5–16 years old) in the Caldicot area, with a particular focus on families who are impacted by the loss of free school meals during the summer holidays.

v. Any Environmental Benefits

Where possible, we purchase items in bulk to reduce packaging waste and encourage the use of recyclable materials. Any surplus or short-dated food is redistributed to avoid waste. Our store cupboard model also promotes reduced food waste by sharing unused goods among families.

What is the total cost of the project?:	To meet last year's demand, we require £479.52. However, to respond to increased need this year, we estimate £600 to allow flexibility to serve more children.
What percentage of the grant are you applying for?:	We respectfully ask for a donation of 50% - £300
How do you intend to fund the remaining balance of the project?	We are hoping to have the support of the Chepstow and Caldicot Lions for the remaining £300
<ul style="list-style-type: none"> • Yourself, or your organisation/group: • Local authorities 	<p>£</p> <p>£</p>

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• Local organisations	£	£300 - Chepstow and Caldicot Lions
• Fundraising	£	
• Other	£	
• Total:	£	

Have you applied to any organisation for a grant for the same project?
If so please give details, including unsuccessful applications:

No

Have you applied to caldicot town council for grant funding before?

i) Yes / no NO

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020:

2020/2021:

2021/2022:

2022/2023:

2023/2024:

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iii) If yes, please explain why you are applying again?

Will the project incur ongoing maintenance and/or running costs?
If yes, please give details of funding.

NO.

4	Declaration
	<p>I declare that the information given in this application is correct and if the application is successful, I agree to adhere to the conditions laid out in the Caldicot Town Council's Community Grants Policy, a copy of which I have received.</p> <p>I enclose with this application:</p> <ul style="list-style-type: none"> A copy of our constitution, set of rules or statement of our aims and objectives Copies of accounts for the last two years (preferably audited) Supporting evidence of the cost of the project or reason for the grant application e.g. invoices or estimates Copies of the minutes of the last AGM and the latest meeting <p>Please note, applications sent without the above information may not be accepted.</p> <p>If you do not have these for your organisation or group, please explain why or why you have not attached them?</p> <p>I confirm that I have authorisation to sign and submit this Community Grant application on behalf of the organisation/group mentioned herein:</p> <p>Name of Organisation or Group: TogetherWORKS</p> <p>.....</p> <p>Print Name: Isla Arendell</p> <p>Signed: Isla Arendell</p> <p>Date: 08/05/2015</p> <p>Position in Organisation/Group: Hib C0=ordinator</p>

June 2024

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For Town Council Use Only




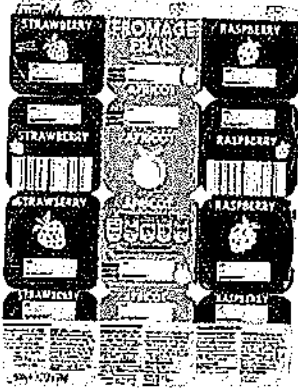

Date Received:

Date of Meeting:

Decision:

Minute no:

Amount Awarded (If Applicable):

Breakfast item	Lowest cost brand	Price
Crisp Rice Cereal ALDI UK		£0.79
UHT Semi Skimmed Milk ALDI UK		£0.99
Apple Juice ALDI UK		£0.89
Fromage Frais 12 Pack ALDI UK		£0.89
Bananas 7 Pack ALDI UK		£0.88

Total of 1 breakfast bag for a family of 2 children on free school meals		£4.44
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£6.18 x10 families per week = £61.80 6-week summer holiday = £370.80