

# MONMOUTH TOWN COUNCIL

Shire Hall  
Agincourt  
Monmouth  
NP25 3DY



Tel: 01600 715662

Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)  
[www.monmouth.gov.uk](http://www.monmouth.gov.uk)

Date: 16<sup>th</sup> November 2020

**Minutes of**  
**EXTRAORDINARY COMMUNITY AFFAIRS COMMITTEE**  
**On Monday 9<sup>th</sup> November 2020**  
**Held via BT Telephone Conference**

**Present:** Chair: Cllr C Blair  
Cllr A Dewhurst                      Cllr K Jackson-Graham  
Cllr J Gunter                              Cllr E Bryn

C. Williams (Officer), 2 members of Press and Public

**17. Declarations of Members Interests and Dispensations.**

To receive declarations of interest in items on the agenda.

Cllr Blair, Cllr Jackson-Graham, Cllr Bryn and Cllr Dewhurst declared a personal interest in agenda item 21 for Transition Monmouth.

Cllr Bryn, Cllr Dewhurst and Cllr Gunter declared a personal interest in agenda item 21 for the Allotment Association.

Cllr Dewhurst declared a personal interest in agenda item 21 for Rockfield Park Community Centre.

**18. Attendance and apologies for absence.**

To confirm attendance and receive apologies for absence.

Apologies were received from Cllr Breeze, Cllr Christopher, Cllr Jupp and Cllr Roden

**19. Minutes**

To confirm and sign the minutes of the meeting held on Monday 26<sup>th</sup> October 2020.

**It was proposed to confirm and sign the minutes of the meeting held on Monday 26<sup>th</sup> October 2020**

**Proposed: Cllr Blair**

**Seconded: Cllr Dewhurst**

**For: 4 Abs: 1  
Motion Carried**

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## 20. Working Groups

To confirm the terms of reference, membership and the Lead Councillor for each Working Group for 2020-21

### i. CCTV User Group

It was noted that Cllr Jupp wished to be lead Councillor for this Working Group.

### ii. School Council Liaison

It was agreed that C. Williams would contact Monmouth Comprehensive School and ask for their plans regarding future School Council meetings. Cllr Dewhurst is willing to remain a member of this working group but won't be able to commit to meetings until Easter.

### iii. MTC Marketing

It was agreed that membership of this Working Group would be agreed when the Annual Committee Report is next required.

### iv. Phone Box in Agincourt Square

Lead: Cllr E Bryn    Members: Cllr C Blair, Cllr K Jackson-Graham

### v. Christmas Lantern Parade

Lead: Cllr E Bryn    Members: Cllr C Blair, Cllr R Roden, Cllr K Jackson-Graham

### vi. Public Consultation Working Group

It was agreed that C Williams would email all Committee Members with the suggestion that this become a task and finish group for the purpose of replacing public surgeries during the COVID pandemic with an online consultation service. It was agreed that this could be discussed further at the next Committee meeting.

## 21. Community Grant 2020-21 Tranche 2

To consider and agree the recommendations from the Working Group for tranche 2 of the Community Grants for 2020-21 (budget £29,934.00).

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Cllr Blair confirmed that the actual budget remaining for Community Grants was £19,934.

All applications received were considered prior to the meeting by individual Cllrs and the following discussions were then had as a Committee:

Babington Meadow- This application was to provide an outdoor play area including a zip line on Babington Meadow, Penallt. It was agreed that this was an excellent application but that the location of the project was not in Monmouth Town. It was felt that as this was such a positive project, for the benefit of teenagers in the local area (including residents of Monmouth) the application would be approved but not for the full sum requested.

Sum of £1998.00 awarded

Allotment Association- This application was to fund the planning and SUDs fees for the track to the Allotment and Two River Meadow. It was noted that the Association had already received approval of funds for this financial year and therefore their application for a Community Grant would be unsuccessful. Members, however, agreed that this was a project that clearly needed financial support in order for it to be completed and so it was suggested that this application be deferred to Full Council for Members to consider use of General Reserves. Mr G Bright asked Members whether s106 monies could be used and it was thought that all funds had already been allocated.

**It was proposed to reject the grant application and to defer the matter to Full Council**

**Proposed: Cllr Blair**

**Seconded: Cllr Jackson-Graham**

**For: 3 Abs:2  
Motion Carried**

Monmouth District Chamber- This application was to contribute to the funding of the Shop Local Campaign for 2020-21. It was noted that the businesses of Monmouth had had a terrible year as a result of the pandemic and that Members wished to support such a scheme but it was felt that this would be a project more suitable for the MTC COVID Relief Fund.

**It was proposed to reject the grant application and to defer the matter to Full Council for consideration as part of the COVID Relief Fund**

**Proposed: Cllr Blair**

**Seconded: Cllr Jackson-Graham**

**All in favour  
Motion Carried**

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Monmouth Rambling and Hillwalking Group- This was an application to fund a commemorative mural to mark the group's 40<sup>th</sup> Anniversary. Councillors were impressed with this application noting that it wasn't just about marking the anniversary but also about communication and improving a part of the Shire Hall (storage cupboard doors under the arches). It was noted that as the location of the mural would be on the Shire Hall that it should be a pre-requisite that the group work with MCC Heritage and Tourism.

Transition Monmouth- This application was to support the funding of the Community Fridge. It was agreed that this was an excellent project that was being received well by the town.

**It was proposed to grant Transition Monmouth the sum of £2958.00 from Community Grants**

**Proposed: Cllr Gunter**

**Seconded: Cllr Dewhurst**

**For: 3 Abs:2  
Motion Carried**

Cylch Meithrin Trefynwy- This application was to support the purchase of more outdoor activities to encourage outdoor wellbeing for those who attend the group. It was agreed that this was an excellent project which covered all the Wellbeing Act goals.

**It was proposed to grant Cylch Meithrin Trefynwy the sum of £975.00 from Community Grants**

**Proposed: Cllr Jackson-Graham**

**Seconded: Cllr Bryn**

**All in favour  
Motion Carried**

Drop It, Bin It, Bag It- This application was to fund the purchase of dog waste bag dispensers. It was noted that whilst this was not a great application, the cause was worth supporting as they have made a big impact on the town in the short time they have been active. It was noted that it is currently being funded by the organiser of the group. Councillors questioned whether it was a full constituted group and Cllr Blair confirmed that they had a group statement although didn't have a bank account and didn't yet have Public Liability Insurance for the dispensers. In the absence of a bank account consideration was given to MTC purchasing the dispensers on behalf of the group but C Williams advised that this would need to be checked with the RFO.

**It was proposed to grant Drop It, Bag It, Bin It the sum of £910.00 from Community Grants on the proviso that they provide proof of a bank account for the group and public liability insurance.**

**Proposed: Cllr Blair**

**Seconded: Cllr Jackson-Graham**

**All in favour  
Motion Carried**

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Rotary Community Champions- This application was to fund the next phase of green wall flowers. Cllr Blair advised Members that she had spoken to Cllr Christopher as Chair of Environment Committee and asked whether this cost could be included in the Town's floral contract to prevent the need of RCC repeatedly having to apply for a grant from MTC? Cllr Blair noted that it hadn't happened this year but should be considered for the next round of budget setting. In any event, the group received the sum of £750.00 this financial year and so their application could not be successful.

**It was proposed to refuse the grant application from Rotary Community Champions and to defer this matter to either the next Environment Committee or Full Council meeting to incorporate as part of Town Amenities.**

**Proposed: Cllr Blair**

**Seconded: Cllr Bryn**

**All in favour  
Motion Carried**

Savoy Theatre- This application was to fund PPE and the like to enable the Savoy Theatre to reopen safely in line with COVID 19 regulations. Councillors noted that the loss of the Savoy Theatre would be a huge detriment to the town and therefore this was an application that needed support. It was agreed that this may be more suitable to fund from COVID Relief Fund and so it should be considered at Full Council meeting, however, if not successful under that the funds would come from Community Grants. The sum of £2500.00 was agreed.

Rockfield Park Community Centre- This application was to fund the renovation of the disabled toilet and baby changing room at the centre. It was noted that this was a good application that covered many Wellbeing Act goals. It was noted that they had applied for Postcode Lottery grant but this has been unsuccessful.

**It was proposed to grant Rockfield Park Community Centre the sum of £3870.00 from Community Grants.**

**Proposed: Cllr Bryn**

**Seconded: Cllr Blair**

**All in favour  
Motion Carried**

Osbaston Primary School PTFA- This application was to fund improvements to the bike provisions in the school. It was noted that this was a good application and highlighted the Wellbeing Act goals. Cllr Jackson-Graham noted that another local school was applying for funds for a similar project from Active Travel monies and so it may be there is another fund for the school to apply to. Cllr Gunter noted that in the past funding to schools had not been allowed but it was confirmed that schools were not an exclusion from the grants as per the terms and conditions.

**It was proposed to grant Osbaston Primary School the sum of £4125.00 (75% project costs) from Community Grants.**

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**Proposed: Cllr Blair**

**Seconded: Cllr Bryn**

**All in favour  
Motion Carried**

**It was proposed to approve all suggested grants as per the above**

**Proposed: Cllr Blair**

**Seconded: Cllr Bryn**

**All in favour  
Motion Carried**

## **22. Christmas Event 2020**

To receive an update from the working group regarding a Christmas event for 2020 and to agree any action arising from the same.

Cllr Bryn confirmed that enquiries were still ongoing and the group was still hopeful that an event could take place. Cllr Bryn confirmed that she was in discussions with a weaver and had received confirmation that Father Christmas would be willing to have a ticketed event that adhered to COVID 19 regulations.

**It was proposed that the remaining materials from previous Lantern Parades be distributed to households for decoration as part of a Christmas Trail.**

**Proposed: Cllr Blair**

**Seconded: Cllr Bryn**

**All in favour  
Motion Carried**

## **23. Town Maps Stickers (EB)**

To consider and agree the addition of stickers on the Town Maps to mark where a defibrillator is stored.

Cllr Bryn advised that this followed a member of public falling ill in the town and people not being aware of where the nearest accessible defibrillator was. Cllr Bryn had heard that new town maps were imminent and therefore asked whether defib locations could be included on these new maps. If the new maps weren't likely, the Committee would reconsider the possibility of stickers being added to the current maps.

It was agreed that C. Williams would enquire with Monmouth Chamber as to whether the maps were being updated imminently and if so, what is being included.

**It was proposed to defer all remaining agenda items due to time constraints**

**Proposed: Cllr Blair**

**Seconded: Cllr Jackson-Graham**

**All in favour  
Motion Carried**

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## **24. Helping Councils Provide Better Access for the Deaf Community**

To consider the services offered by SignSolutions to assist MTC in ensuring access for the deaf community to MTC business.

*Item deferred to next Committee meeting*

## **25. Review of CCTV Agreement**

To review the current CCTV agreement with MCC and its operation (in place until March 2022) and to consider and agree the content and requirements of the agreement.

*Item deferred to next Committee meeting*

## **26. Police Report**

To note the police reports received for September and October 2020.

*Item deferred to next Committee meeting*

## **27. Date of Next Meeting**

To be confirmed

*Item deferred to next Committee meeting*

**Meeting Closed: 21.02**

## Annual Budget - By Committee (Actual YTD Month 11)

Note: 09/02/2021

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Community Affairs</b>												
<b>201</b>	<b>Community Affairs</b>											
4093	CCTV	13,984	13,056	0	0	23,383	0	23,383	13,382	0	0	0
4202	Larger Community Project Grant	0	0	0	0	0	0	0	0	0	0	0
4203	Community Contributions	20,000	18,000	0	0	20,000	0	20,000	16,000	0	0	0
4204	Community Grants combined	24,000	24,000	0	0	34,480	0	34,480	21,475	0	0	0
4205	Emergency Grant Funding	1,308	0	0	0	0	0	0	0	0	0	0
4216	Christmas Festival/Monlight	5,508	5,508	0	0	7,000	0	7,000	1,875	0	0	0
4221	Events	50	50	0	0	1,500	0	1,500	1,146	0	0	0
4222	Armed Forces Covenant Funding	0	0	0	0	0	0	0	-1,792	0	0	0
4223	Lib.newspapers/Communication/P	2,434	834	0	0	2,400	0	2,400	0	0	0	0
4229	MTC Newsletter	0	0	0	0	1,000	0	1,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>67,284</b>	<b>61,449</b>	<b>0</b>	<b>0</b>	<b>89,763</b>	<b>0</b>	<b>89,763</b>	<b>52,086</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(67,284)</b>	<b>(61,449)</b>			<b>(89,763)</b>		<b>(89,763)</b>	<b>(52,086)</b>	<b>0</b>		
	<b>Community Affairs - Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>67,284</b>	<b>61,449</b>	<b>0</b>	<b>0</b>	<b>89,763</b>	<b>0</b>	<b>89,763</b>	<b>52,086</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(67,284)</b>	<b>(61,449)</b>			<b>(89,763)</b>		<b>(89,763)</b>	<b>(52,086)</b>	<b>0</b>		
	<b>Total Budget Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>67,284</b>	<b>61,449</b>	<b>0</b>	<b>0</b>	<b>89,763</b>	<b>0</b>	<b>89,763</b>	<b>52,086</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(67,284)</b>	<b>(61,449)</b>			<b>(89,763)</b>		<b>(89,763)</b>	<b>(52,086)</b>	<b>0</b>		

A/c Code	4093 CCTV				Annual Budget	23,383
Centre	201 Community Affairs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
2	04/05/2020	5221	Cashbook	CCTV 1/4 20-21	3,345.60	
4	22/07/2020	5245	Cashbook	CCTV Jul-Sept 20	3,345.60	
7	23/10/2020	5162	Cashbook	CCTV Oct-Dec 10	3,345.60	
10	18/01/2021	017	Purchase Ledger	CCTV Jan - Mar 21	3,345.60	
		Account CCTV		Account Totals	13,382.40	0.00
		Centre Community Affairs		Net Balance Month 12	13,382.40	

A/c Code	4203 Community Contributions				Annual Budget	20,000
Centre	201 Community Affairs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
4	28/07/2020	5247	Cashbook	Cmty contribn to CAB	10,000.00	
8	24/11/2020	5173	Cashbook	MCC sum childs act hubs & pack	6,000.00	
8	24/11/2020	5173X	Cashbook	MCC sum childs act hubs & pack		6,000.00
8	24/11/2020	5174	Cashbook	MCC sum childs act hubs & pack	6,000.00	
		Account Community Contributions		Account Totals	22,000.00	6,000.00
		Centre Community Affairs		Net Balance Month 12	16,000.00	

A/c Code	4204 Community Grants combined				Annual Budget	34,480
Centre	201 Community Affairs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
3	01/06/2020	5226	Cashbook	Parkinson's Support Gp grant	175.00	
3	01/06/2020	5227	Cashbook	Mon Tennis Club grant	154.50	
3	01/06/2020	5228	Cashbook	growing Spaces Grant	1,875.00	
3	01/06/2020	5229	Cashbook	Mon Sports Assn grant	1,260.00	
3	01/06/2020	5230	Cashbook	Cmty Champions grant	750.00	
3	01/06/2020	5231	Cashbook	Bereavment Supt Gp grant	331.00	
3	25/06/2020	5238	Cashbook	Cmty Gt Mon-Carbonne Tw.Assn	405.00	
6	11/02/2020	5120X	Cashbook	Cmty grant award Choir		1,700.00
6	22/09/2020	5272	Cashbook	Cmty grant 19/20 reissue chq	1,700.00	
8	24/11/2020	5177	Cashbook	Comm Grant 20/21Tranche 2	1,998.00	
8	24/11/2020	5178	Cashbook	Comm Grant Tranche 2 20/21	2,688.00	
8	24/11/2020	5179	Cashbook	Comm Grant Tranche 2 20/21	3,780.00	
8	24/11/2020	5180	Cashbook	Comm Grant Tranche 2 20/21	2,958.00	
9	08/12/2020	5186	Cashbook	Community Grant	4,125.00	
9	22/12/2020	5199	Cashbook	Comm Grant	975.00	



**Proposed Timetable for Community Grants Tranche 1 2021-2022**

Applications Open: 22<sup>nd</sup> February 2021

Applications Close: 19<sup>th</sup> March 2021

WG meet: w/c 22nd March 2021

Next CA Committee meeting: 29<sup>th</sup> March 2021

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## PROJECT GRANT SCHEME MONMOUTH

### Guidance Notes/Criteria

#### 1. INTRODUCTION

Monmouth Town Council is pleased to announce that it has set aside funds for 2021/2022 to fund Community Projects in Monmouth.

Only one successful application for financial assistance may be made by an organisation in each Financial Year (April to March), and should be submitted **by noon on Friday 19<sup>th</sup> March 2021** for funding consideration in the financial year 2020/21.

Applications will be considered from organisations for projects which benefit people in Monmouth. The applicant is usually expected to raise at least 25% of the cost of the project or the equipment through other fund-raising activities, however, this round of grants will consider applications for 100% of the project costs if it can be shown that Coronavirus has impacted the organisations ability to fundraise to such an extent that finding 25% of the costs would be extremely difficult. This will be determined at the discretion of the Monmouth Town Council Community Affairs Committee.

Grants are awarded on a year by year basis and should not be relied on for further ongoing support.

#### 2. WHO CAN APPLY

Applications are welcome from groups and organisations across the town.

Applications from national organisations having local branches may be considered, but must demonstrate that the project will be of benefit, either directly or indirectly, to communities in Monmouth.

Please note that applications from/for the following will **NOT** be considered:

- Individuals
- Organisations seeking to promote, support or oppose any political party
- Commercial businesses
- Organisations seeking to promote, support or oppose any religious group
- The scheme is not applicable to large scale construction works such as a contribution towards a new village hall.

Groups must clearly explain their status, i.e. voluntary, non-profit making business etc.

Grants for certain fund-raising activities, and other projects which are expected to realise a profit but require initial funding, can be made as a guarantee against loss or be conditional on the grant being returned if a profit is realised.

### **3. HOW TO APPLY**

The application should identify and cost the project or equipment. Twenty-five per cent of the cost will have to be raised by the applicant through local fundraising or from balances, unless it can be shown that the organisations funds have been severely impacted by coronavirus.

The Council's application form must be completed by a responsible member of the organisation and submitted by noon on Friday 19<sup>th</sup> March 2021 for funding in the financial year 2021/2022, with the supporting documents listed in the application form.

Please complete all sections of the form; it is not sufficient to refer to attached information. Where questions are not applicable, please insert "n/a" in the space provided and explain why.

Monmouth Town Council's Community Affairs Committee will consider and determine grants under the scheme. The Committee has full delegated powers to award the full grant allocation.

Representatives of short-listed organisations will be invited to present to the Community Affairs Committee to outline details and answer any further questions raised by members before final grant award.

#### 4. CRITERIA

Applicants must be able to demonstrate that a grant would enable them to contribute towards the Community Affairs Committee's aims and objectives.

##### **Community Affairs Committee Aims:**

To support and strengthen community participation, activities and events and to help develop a sustainable, welcoming community.

The Well Being of Future Generations Act puts in seven goals that public bodies, including Monmouth Town Council must work to achieve. Your project should address these goals in order to qualify for funding.

The seven goals are:

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

Further details can be found here

<https://futuregenerations.wales/about-us/future-generations-act/>

#### 5. TERMS AND CONDITIONS

- Grants, if approved, may be awarded for up to 100% of the total project cost. If 100% is not awarded, the balance of funds must be raised by local fundraising or from balances.
- Once a grant has been offered no change can be made and no allowance for inflation can be given
- Grants must be taken up within 12 months of the offer.
- VAT will not be paid to VAT registered organisations.
- Any revenue consequences of the project or equipment will be the responsibility of the applicant's organisation
- The applicant must issue an official acknowledgement of receipt of the grant and provide updates on its use.
- The Council should be informed when the project is completed, and an end of year report provided measuring and identifying its success.
- This end of year report must be submitted prior to any further application being made in the next financial year.

- The Council will reserve the right to inspect the project from time to time during progress and at completion. Photographs may be taken, where appropriate, and used by the Council in publicity.
- Successful applications must agree to indicate the sponsorship from Monmouth Town Council on their literature, publicity or related materials, i.e. MTC logo included on organisations' headed notepaper, in programmes/posters, website etc.
- The Council request that successful applicants' support is reciprocated by participating in Town Council events.

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## APPLICATION FOR THE PROJECT GRANT SCHEME MONMOUTH 2021/22

Please complete and return this form to the address above, with any documentation to support your application. Please refer to the guidance notes when completing the form.

Name of organisation	
Name and address of person making application on behalf of the organisation	
Position held in organisation	
Telephone number	
E-mail address	

Name of Project	
Amount of funding requested	

## GROUP OR ORGANISATION DETAILS

If your group or organisation is a branch of, or is affiliated to, any other organisation, please provide details:

Organisation Name	
Headquarters address	
Registered charity number (if applicable)	
If not charity – status of managing body	
What best fits your group's area of interest?	Sport Arts Health Youth Environment Other (please specify)

Briefly describe your organisation's main aims and objectives:

--

## PROJECT / EQUIPMENT DETAILS

Project Title	
Project start date	
Project end date	

The town council is committed to achieving the seven well being goals; your project should address these goals to qualify for funding. Details of the goals are given in the criteria. Please tell us about your project and how it fits with the wellbeing goals  
(max 400 words)

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Please answer the following questions about your project

Who and how many people will benefit from this project	
How many people from Monmouth town will benefit from this project?	
Are you partnering with other groups to carry out this project, if so who?	
How will you measure how successful the project is?	
Will your project continue after this grant is spent? If so, how will it be funded	

If any land or property is to be affected by your project, what are the tenure arrangements?	
If there is a lease, how long has the lease left to run	

## PROJECT COSTS

Total cost of project.	
Amount of grant you are applying for.	
Have you raised the balance of the funds?	yes/no
If not, do you intend to raise the balance of funds or has coronavirus impacted your ability to fundraise? If so, please give details of this impact.	
Have you applied for a grant elsewhere for this project?	yes/no
If so, from which organisation(s), how much and when will you know the outcome?	

## SUPPORTING INFORMATION

If you have received a grant from Monmouth Town Council in the last three years, state how much and what for.	
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The following supporting documents are required – please tick the box for those attached of state n/a if not applicable:

The Constitution of the Organisation or at least, the aims and objectives of the organisation	
Copy of the costing for the project/grant application to which the application applies	
New organisations should submit a business plan and budget	
Copies of the audited accounts and balance sheets for the last two years (For new organisations, the bank statements to date will suffice)	
Up-to-date current account and investment account balances	
The last Annual Report of the organisation.	

Copy of the public liability insurance certificate	
Copies of the Equal Opportunities Policy, Health and Safety Policy and Child Protection Policy for the organisation	
Copies of any permissions needed to carry out the project (e.g. planning permission etc).	

If you are unable to enclose everything requested, please explain why here:

You are invited to send in any further information in support of your application, for example photographs or letters of support from the community. The Council reserves the right to request further information, if required.

### **DECLARATION**

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit the application on behalf of the group/organisation. We have read and agree to abide by the terms and conditions (tick to agree)

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Date	

If you require help with completing this form or need clarification regarding grants for larger Community Projects in Monmouth, please telephone 01600 715662 or e-mail [caitlin@monmouth.gov.uk](mailto:caitlin@monmouth.gov.uk).

**Community Affairs Meeting 15.02.2021**

**Agenda item: 7**

**From:** Averil MacDonald

**Sent:** 22 January 2021 08:22

**To:** Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk>

**Cc:** Marilyn Jones **Subject:** Re: MTC Community Grants 2020/21

Hi,

I thought you might be interested in the article that we are putting in the Twinning Association Newsletter to report on progress on the penpal project that your Community Grant kindly funded.

Obviously we are working under very difficult conditions,

Could you please confirm whether we might be able to extend the deadline date by which we have to spend the money? At the moment it is being spent on postage. As more schools sign up, this postage cost will increase. However it's unlikely that we can run the 'in person' exhibition before Easter due to lockdown restrictions. To be able to run this event in the summer would provide the opportunity to celebrate the success of the project as we emerge into a happier world.

Many thanks

Averil

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Professor Averil Macdonald OBE, Hon DSc, Hon D.Univ, CPhys, FInstP, FRSA.  
Emeritus Professor,  
University of Reading.

Monmouth Town Twinning Association

**Postcards, Posters and Friendship** is a cross-cultural schools 'Primary Twinning Project' for Year 3 to Year 6 pupils from across Monmouth to develop friendships with their peers in Monmouth's French Twin Town, Carbonne, near Toulouse. It aims to support the pending introduction of languages into Welsh Primary Schools from 2022



Despite the challenges of Covid and teaching children remotely, a small band of Monmouth primary school teachers soldiered on and ambitiously set up a pen-pal exchange for groups of children across the town.

Deborah Morgan, a Twinning Association member, is lead teacher for this group and started the project at Osbaston CiW primary school where she teaches.

Already numerous pairing have been set up

Year 3 Osbaston CiW School - CE1 (Véronique Briens)

Year 4 Osbaston CiW School - CM (Isabelle Euzet)

Year 6 Raglan VC Primary School - CM2 (Véronique Caumont)

Year 6 Trellech School - CM2 (Florence Bellia)

Year 5 Trellech School - CM1 (Marie Masson)

We are awaiting news from Cross Ash, Overmonnow and Usk Schools and hope to pair them with classes in a school at Montesquieu.

All the primary schools involved are part of a cluster with Monmouth Comprehensive School, where the pupils will go from Yr 7. This experience will prepare the children for the introduction of languages into primary schools next year.

But does it work? The delight of young children in receiving a 'real' letter, card or postcard through the old fashioned mail has to be seen to be believed. We 'oldies' forget how unusual it is to receive a tactile item; an experience which is lost in the sterility of an email.

And these cards and photos, photographed above, have some surprising impacts:

*"Why don't they wear school uniform?"*

*"Why do they do loopy handwriting?"*

These questions epitomise the unforeseen yet brilliant consequences of the pen-friend partnerships set up as part of the Monmouth Town Twinning project funded by the Monmouth Town Council Community Grant Scheme.

There's no doubt that the project has had a far greater impact on the children beyond supporting their learning of French.

*"It feels special to receive a letter from France. I also feel quite honoured to be able to talk to someone from France."* Isobel

*"I really like it because it's really exciting when you're waiting to receive a letter or card because you don't know what they're going to write back. I like learning French names."* Alistair

*"It feels really exciting because you don't know what your penpal is going to say!"* Poppy

*"I feel happy and excited to see whether I'll get a letter or not."* Daniel

*"One day I'd like to meet my French penpal in real life."* Callum

So, we are delighted to report that, in these dark times, the entente cordiale is alive and well in the hearts of our young penpals.

**Community Affairs Meeting 15.02.2021**

**Agenda item 8**

From: A Jackson

Sent: 31 January 2021 18:13

To: Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk>

Subject: Future events to 'lift' the town

Dear Town Clerk,

I have been thinking of ideas to lift the spirits of the town post COVID and would like to suggest the possible three events-

- 1) a monthly farmers market based around the Shire Hall, or at the old cattle market or even on the Monnow Bridge. Many years ago I lived in Oundle, Northants who held such a market which culminated in a yearly food event ( the latter might be treading on Abergavenny's toes)
- 2) having a yarn bombing event in the town, we have some lovely & dull features that would benefit some colour brought to them in forms created by knitting and crocheting
- 3) A Victorian pre Xmas market, Monnow Street is wide enough to have stalls down either side.

Regards A Jackson (resident)

**From:** Kym Lloydowen <Kym.LloydOwen@cymruhearts.org>

**Sent:** 06 January 2021 10:25

**To:** Kym Lloydowen <Kym.LloydOwen@cymruhearts.org>

**Subject:** Parish and Town Councils £200 grant Available



Dear Sir/Madam,

My name is Kimberley and I am the Operations Manager at Welsh Hearts, supplying and procuring heart defibrillators and cabinets using our grants all across Wales.

Given the current pandemic we currently are facing it is more imperative than ever than we place more life-saving defibrillators in communities in Wales. These devices are essential, even more so bearing in mind the effects of the COVID-19 and how ambulance response times which are normally 8-10 minutes are now unfortunately much longer.

We would like to work with Town Council to place more lifesaving defibrillators. We have agreed a heavily discounted special package in order to assist and support you in obtaining this lifesaving equipment.

A heart defibrillator used within 3-5 minutes of a cardiac arrest increases the chance of survival from 6% to 74%.

Contact us at Welsh Hearts now to discuss the provision of lifesaving defibrillator equipment and take advantage of our £300 council grant per AED. CPR/Defibrillator training is provided to the community free via zoom until restrictions are lifted.

In the event that you already have heart defibrillators and need replacement batteries and or pads please contact us as they can be supplied also

Equipment is available now and can be dispatched in a matter of days.

You can contact me directly [kym.lloydowen@welshhearts.org](mailto:kym.lloydowen@welshhearts.org) or 02922 402670 or click the button below to apply.

[Apply for a Defibrillator - Cymru Hearts \(welshhearts.org\)](https://welshhearts.org)

I look forward to hearing from you.

Kind Regards,

**Kimberley**

**KIMBERLEY LLOYD**

Operations Manager  
Rheolwr Gweithrediadau

e. [kym.lloyd@welshhearts.org](mailto:kym.lloyd@welshhearts.org)  
t. 029 2166 1420

[welshhearts.org](http://welshhearts.org)  
   [WelshHearts](#)

58 Merthyr Road, Cardiff, CF14 1DJ  
58 Ffordd Merthyr, Caerdydd, CF14 1DJ  
Registered charity no 1180901



**#KEEPWALESTICKING**