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NP15 1GA

County Hall
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Usk
NP15 1GA

Tuesday, 7 January 2025

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 15 January 2025.

1. **WELSH CHURCH FUND WORKING GROUP** 1 - 16

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor Ben Callard

AUTHOR:

David Jarrett – Senior Accountant – Central Finance Business Support

CONTACT DETAILS:

Tel. 01633 644657

e-mail: davejarrett@monmouthshire.gov.uk

2. **The Dixton Archive** 17 - 20

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor Sara Burch

AUTHOR:

Rachael Rogers, Museums and Arts Manager

CONTACT DETAILS

Tel. 01291 440938

e-mail: rachaelrogers@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Ward
Mary Ann Brocklesby	<p>Leader Lead Officers – Paul Matthews, Matthew Gatehouse, Peter Davies, Will Mclean</p> <p>Whole Authority Strategy and Direction Whole authority performance review and evaluation, including DDAT Relationships with Welsh Government, UK Government and local government associations Regional Relationships including CJsCs. PSBs and cross boarder Emergency Planning</p>	Llanelly
Paul Griffiths	<p>Cabinet Member for Planning and Economic Development Deputy Leader Lead Officers – Will McLean, Craig O'Connor</p> <p>Economic Strategy Skills and Employment Replacement Local Development Plan Placemaking and the development of market and affordable housing Placemaking and Transforming Towns Car parking and civil parking enforcement Development Management Building Control</p>	Chepstow Castle & Larkfield
Ben Callard	<p>Cabinet Member for Resources Lead Officers – Peter Davies, Matt Gatehouse</p> <p>Finance including MTFP and annual budget cycle Revenue and Benefits Human resources, payroll, health and safety Land and buildings Property maintenance and management Strategic procurement</p>	Llanfoist & Govilon
Martyn Groucutt	<p>Cabinet Member for Education Lead Officers – Will McLean, Ian Saunders</p> <p>Early Years Education All age statutory education Additional learning needs/inclusion Post 16 and adult education</p>	Lansdown

	<p>School standards and improvement Community learning Sustainable communities for learning Programme Youth service School transport</p>	
Ian Chandler	<p>Cabinet Member for Social Care, Safeguarding and Accessible Health Services Lead Officer – Jane Rodgers</p> <p>Children’s services Fostering & adoption Youth Offending service Adult services Whole authority safeguarding (children and adults) Disabilities Mental health Wellbeing Relationships with health providers and access to health provision</p>	Llantilio Crossenny
Catrin Maby	<p>Cabinet Member for Climate Change and the Environment Lead Officers – Debra Hill-Howells, Craig O’Connor, Ian Saunders</p> <p>Decarbonisation Transport Planning including home to school transport Highways and MCC Fleet Waste management, street care, litter, public spaces and parks Pavements and Back lanes Flood Alleviation Green Infrastructure, Biodiversity and River health</p>	Drybridge
Angela Sandles	<p>Cabinet Member for Equalities and Engagement Lead Officers – Matthew Gatehouse, Ian Saunders, Jane Rogers, James Williams</p> <p>Community development, inequality and poverty (health, income, nutrition, disadvantage, discrimination, isolation and cost of living crisis) Citizen engagement and democracy promotion including working with voluntary organisations Citizen experience - community hubs, contact centre, and customer service and registrars, communications, public relations and marketing Leisure centres, play and sport Public conveniences Electoral Services and constitution review Ethics and standards Welsh Language</p>	Town

	Trading Standards, Environmental Health, Public Protection, and Licencing	
Sara Burch	<p>Cabinet Member for Rural Affairs, Housing & Tourism Lead Officers – Craig O'Connor, Ian Saunders</p> <p>Local Food production and consumption, including agroforestry and local horticulture Homelessness, Temporary accommodation, private sector housing, (empty homes leasing schemes, home improvement loans, disabled facilities grants and adaptive technology), Allocation of social housing Broadband connectivity Active Travel Countryside Access and Rights of Way Tourism Development and Cultural Services</p>	Cantref

Aims and Values of Monmouthshire County Council

Our Purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

SUBJECT:	WELSH CHURCH FUND WORKING GROUP
MEETING:	ICMD
DATE:	18th January 2025
DIVISIONS/WARD AFFECTED:	All

1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group Meeting 3 held on Thursday 12th December 2024.

2. RECOMMENDATION:

- 2.1 The Committee resolved that the following grants are awarded as per the schedule of applications.

SCHEDULE OF APPLICATIONS CONSIDERED 2023/24 – MEETING 3.

1. **St Mary's Church, Magor** requested £1,500 to stop further ingress of water to the Church Chancel that is causing cracking and also the replacement of damaged pipework.

Recommendation: £1,500

2. **St Bartholomew's Church, Llanover** requested £5,000 to assist in renovations to the kitchen area, toilets, and installation of a new disabled toilet. Refurbishment of a meeting room area for community use,

Recommendation: £2,500 awarded to improve the disabled facilities at the church for use by parishioner's and wider community use.

3. **St Mary's & St Michaels Catholic Church, Llanarth** requested £3,000 for draught proofing (Energy conservation) the building by installing internal double doors separating the main body of the church (the Nave), from the main entrance.

Recommendation: £1,500 awarded to assist in energy conservation modifications to the church.

4. **Llandewi Rhydderch Baptist Chapel** requested £5,000 to replace the chapel roof to prevent water ingress, as a local history exhibition is being staged which will be open to the general public.

Recommendation: £2,500 awarded to assist in replacing the chapel roof to prevent water ingress and preserve the interior fabric of the chapel.

5. **Gilwern United Reform Church** requested £2,500 for the repointing of the church walls with lime mortar, and the repairing of the church's windows.

Recommendation: £1,500 awarded to assist in the weatherproofing of the exterior of the church.

6. **Greener Abergavenny** requested £500 to assist in running a Market Hall Fair in 2024 for the purpose of raising the public's awareness of the climate crisis and to help people on how they can become involved.

Recommendation: The application was deferred to enable the applicant to provide further detailed clarification on the specifics of the grant request.

7. **Chepstow and District Christians Against Poverty (CAP) Debt Centre** requested £2,150 to assist in employing a professional Debt Centre Manager on a 2 days per week basis.

Recommendation: The application was rejected on the grounds that it did not meet the allocation criteria for a grant award.

11. **St. Nicholas's Church, Grosmont** requested £9,500 for assistance in restoring a rare 1845 J W Walker Barrel and Finger organ at the church.

Recommendation: £2,400 awarded to assist in restoring the Barrel mechanism on the organ.

3. **OPTIONS APPRAISAL**

Decision options available to the Committee are guided and driven by the information supplied by the applicants.

4. **EVALUATION CRITERIA**

No evaluation criteria are applicable to the grant awarded by the trust.

5. **REASONS**

A Meeting took place on Thursday 12th December 2024 of the Welsh Church Fund Committee Working Group to recommend the payment of grants as detailed in the attached schedule (Appendix 1).

County Councillors in attendance at meeting 3:

County Councillor J. Strong (Chair)
County Councillor M. Lane (Vice- Chair)
County Councillor A. Webb
County Councillor S. Garrett

OFFICERS IN ATTENDANCE at meeting 3:

D. Jarrett Central Finance
R. Williams Democratic Services Officer

DECLARATIONS OF INTEREST

None

APOLOGIES FOR ABSENCE at meeting 3

None

CONFIRMATION OF REPORT OF PREVIOUS MEETINGS

The minutes of the meetings held on Thursday 19th September 2024.

6. RESOURCE IMPLICATIONS

A total of £11,900 has been allocated to applicants at Meeting 3 of the Welsh Church Fund Committee. The balance of £32,227 is available for utilisation within the 2024-25 fiscal year.

7. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

There are no Future Generations, equality, safeguarding, corporate parenting, or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

8. CONSULTEES:

Senior Leadership Team
All Cabinet Members
Head of Legal Services
Assistant Head of Finance
Central Finance Management Accountant

9. BACKGROUND PAPERS:

Welsh Church Fund Schedule of Applications 2024/25– Meeting 3 (Appendix 1)

10. AUTHOR:

David Jarrett – Senior Accountant – Central Finance Business Support

11. CONTACT DETAILS

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WELSH CHURCH FUND - APPLICATIONS 2024/25

APPENDIX 1

MEETING 3: 12th December 2024

	<u>ORGANISATION</u>	<u>ELECTORAL DIVISION</u>	<u>Signed by Councillor</u>	<u>REQUEST</u>	<u>DECISION</u>	<u>NATURE OF PROJECT REQUEST</u>	<u>PROJECT TOTAL COST</u>	<u>DATE Application Received</u>	<u>D of I*</u>	<u>Additional Information</u>					
	<u>NEW APPLICATIONS AWAITING DECISION</u>			£	£		£								
1	St Mary's Church, Magor	Magor West	F. Taylor	£1,500	£1,500	Funding required to assist in stopping further ingress of water to the Chancel that is causing cracking and also the replacement of damaged pipework.	£6,980	23/09/24	No	The church is Grade 1 listed, and so has to have replacement fixtures and fittings made of the original materials.					
2	St Bartholomew's Church, Llanover	Goetre Fawr	J. Butler	£5,000	£2,500	Assist in renovations to the kitchen area, toilets and installation of a new disabled toilet. Refurbishment of meeting room area for community use,	£115,000	07/10/24	No	A Hall management group is being established to run and facilitate further use of the hall by the community and ensure a proper management system is implemented to comply with all relevant regulations.					
3	St Mary's & St Michaels Catholic Church, Llanarth	Gobion Fawr	A. Neill	£3,000	£1,500	Assistance in draught proofing (Energy conservation) the building by installing internal double doors separating the main body of the church (the Nave), from the main entrance.	£4,080	10/11/24	No	Listed Grade II*, St Mary and St Michael's Church is one of the oldest post-reformation Catholic places of worship in Wales. The building is located in designated parkland in the grounds of the Grade II* Llanarth Court Secure Psychiatric Hospital.					
4	Llandewi Rhydderch Baptist Chapel	Park	Tudor Thomas	£5,000	£2,500	Assistance required to replace the chapel roof to prevent water ingress, as a local history exhibition is being staged which will ne open to the general public	£15,904	26/11/24	No	The Chapel makes donations and grants to charities each year, including: Gateway Church, Salvation Army and 7 Corners					
5	Pewern United Reform Church	Llanelly	M.A. Brocklesby	£2,500	£1,500	Assist in funding the repointing of the church with lime mortar, and the repairing of the church's windows	£4,500	21/11/24	No	Chapel was built in 1886 and hosts regular church services, as well as a Wonderful Wednesday Club and coffee mornings for members of the local community and visitors to the chapel.					
6	Greener Abergavenny	Cantref	S. Burch	£500	defer	Funding required to assist in running a Market Hall Fair in 2024 for the purpose of raising the public's awareness of the climate crisis and help people on how they can become involved.	£4,792	11/10/24	No	Greener Abergavenny was set up in 2023 by individuals concerned about the climate crisis.					
7	Chepstow and District Christians Against Poverty (CAP) Debt Centre	Shirenewton	L. Brown	£2,150	£0	Funding assistance required to employ one professional Debt Centre Manager on a 2 days per week basis.	£14,500	26/09/24	Yes	The Chepstow CAP Debt Centre is accredited to CAP UK, a UK-wide charity that works nationally with churches to help people out of debt and poverty.					
Late Applications															
8	St Nicholas Church, Grosmont	Crucorney	D. Hughes-Jones	£9,500	£2,400	Funding assistance required for repairs to an 1845 rare J W Walker Barrel and Finger organ that needs restoration to preserve for future generations.	£18,700	12/12/24	No	The organ is Grade 1 listed, of special historic significance, by the British Institute of Organ Studies					
SUB TOTAL Meeting 3				£29,150	£11,900	OTHER INFORMATION :									
MEETING	DATE	Single Member	AWARD												
1	July 18th 2024	Aug 21st 2024	6,750												
2	Sept 19th 2024	Oct 23rd 2024	7,750												
3	Dec 12th 2024	Jan 15th 2025	11,900												
4	Mar 06th 2025	Apr 09th 2025	0												
TOTAL AWARDED FOR 2024/25				26,400											
BUDGET 2024/25				33,338											
BALANCE B/F TO 2024/25				£25,289											
Monmouthshire's Allocation for 2024/25				£58,627											
Balance to be carried forward to 2025/26				£32,227											

*D of I = Declaration of Interest

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Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<p>Name of the Officer D Jarrett Phone no: 4657 E-mail: davejarrett@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 12th December 2024</p>
<p>Name of Service Finance</p>	<p>Date Future Generations Evaluation 15th January 2025</p>

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Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Encouraging the socializing of differing age groups through social provision	No negative impact	
Disability	Proposal to assist in the provision of disabled facilities.	No negative impact	
Gender reassignment	No impact	No negative impact	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	No impact	No negative impact	
Pregnancy or maternity	No impact	No negative impact	
Race	.No impact	No negative impact	
Religion or Belief	.Encouraging religion through education at the point of delivery through the provision of enhanced facilities	No negative impact	
Sex	No impact	No negative impact	
Sexual Orientation	.No Impact	No Negative impact	

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2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
<p>Socio-economic Duty and Social Justice</p>	<p>N/A</p>	<p>No Negative impact</p>	





3. Policy making and the Welsh language.


How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language no less favourably</p>	N/A	No Negative impact	
<p>Operational</p> <p>Recruitment & Training of workforce</p>	N/A	No Negative impact	
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	N/A	No Negative impact	

4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	N/A	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
U A Wales of cohesive communities 8 8 Communities are attractive, viable, safe and well connected	N/A	
1 A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	N/A	

5. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	N/A	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	N/A	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	N/A	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	.N/A	

6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Not applicable	.	
Corporate Parenting	Not applicable		

7. What evidence and data has informed the development of your proposal?

The evidence and data used for the assessment of each applicant to the Welsh Church Fund is supplied by the applicant upon submission of their application. The data and information supplied or subsequently requested is used to form the basis of the Committees' decision on whether to award a qualifying grant.

8. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The grant aid supports and highlights the positive effect that decisions the Welsh Church Fund Working Group have on the applicants funding requests from Voluntary Organisations, Local Community Groups, Individuals and Religious Establishments. All awards are made in the belief that the funding is utilised for sustainable projects and cultural activities that benefit individuals, organisations, communities and their associated assets. All grants are awarded within the Charitable Guidelines of the Trust

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9. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Award grants	January 2025	Welsh Church Fund

10. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

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Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Individual Cabinet Member Decision	15 th January 2025	

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SUBJECT:	The Dixton Archive
MEETING:	ICMD
DATE:	15th January 2025
DIVISIONS/WARD AFFECTED:	All

1. PURPOSE:

1.1 To consider the ownership of the Dixton Archive.

2. RECOMMENDATION:

2.1 To transfer of the Dixton Archive from Monmouthshire Museums to Hereford Record Office.

3. OPTIONS APPRAISAL

That the Dixton Archive is transferred from Monmouth Museum Collection to Hereford Record Office. This is a permanent arrangement, but one that guarantees that these will continue to be available to the public.

That the Dixton Archive is not transferred and remains within the Monmouth Museum Collection.

4. EVALUATION CRITERIA

Parochial Records and Registers Measure of 1978

5. REASONS

We are recommending that the archive is handed over to Hereford Record Office. Whilst the archive is relevant to the collections of Monmouthshire Museums it is difficult for us to provide public access to the same level available at the Record Office. We have held this collection of documents since 1985. However, under the Parochial Records and Registers Measure of 1978 they should have gone to the designated Diocesan Record Office. Herefordshire Archive hold the rest of the parish records for Dixton and allow free access to them for the public. They are also in a better position to store and conserve them than we are at MonLife Museums.

6. RESOURCE IMPLICATIONS

A small amount of officer time to hand over the archives. We will gain resources in that some storage space will be freed up for our remaining collections.

**7. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS
(INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND
CORPORATE PARENTING):**

There are no Future Generations, equality, safeguarding, corporate parenting, or sustainable development implications directly arising from this report.

8. CONSULTEES:

Chief Officer for Customer, Culture and Wellbeing
Cabinet Member for Rural Affairs, Housing and Tourism
Head of Legal Services
Head of Finance
Central Finance Management Accountant

9. BACKGROUND PAPERS:

Excel spreadsheet of the Dixton Archive
Report approved by MonLife DMT

10. AUTHOR:

Rachael Rogers, Museums and Arts Manager

11. CONTACT DETAILS

Tel. 01291 440938

e-mail: rachaelrogers@monmouthshire.gov.uk

MonLife DMT – Service/Staffing Decisions.

Date for submission to DMT: 7th August 2024

Service/Staffing Changes: Transfer of Dixton Parish Records to Herefordshire Archive and Records Centre

Service Manager: Rachael Rogers

Please note this form represents an overview to capture DMT decision. Managers must ensure that the principles in the Protection of Employment policy and service redesign guidelines are followed prior to making a submission. [People Services HUB - Restructure](#)

Reasons for doing this – Why the changes are needed / reasons for doing this / Implementation Plan / Consultation / For new posts then role profiles attached.

We have held this collection of documents since 1985. However, under the Parochial Records and Registers Measure of 1978 they should have gone to the designated Diocesan Record Office. Herefordshire Archive hold the rest of the parish records for Dixton and allow free access to them for the public. They are also in a better position to store and conserve them than we are at MonLife Museums.

Options appraisal – Required if this is a permanent arrangement.

This is a permanent arrangement, but one that guarantees that these will continue to be available to the public.

Resource Implication – Costs / Savings.

This frees up a small amount of space in our store rooms.

Approved by Service Manager – Signature / Date / Comments.



Recommendations and Sign Off – Agreed / Refused and DMT comments.

Date sent to SLT (if required):

Recommendations and Sign Off – Agreed / Refused and SLT comments.

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