

WEDNESDAY, 6 DECEMBER 2023

**TO: THE CABINET MEMBER FOR REGENERATION, LEISURE,
CULTURE AND TOURISM**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE
**CABINET MEMBER FOR REGENERATION, LEISURE,
CULTURE AND TOURISM** WHICH WILL BE HELD IN
**CHAIRMAN'S ROOM, COUNTY HALL, CARMARTHEN, SA31
1JP., AT 10.00 AM, ON WEDNESDAY, 13TH DECEMBER, 2023**
FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON
THE ATTACHED AGENDA.

Wendy Walters

CHIEF EXECUTIVE

Democratic Officer:	Kevin Thomas
Telephone (direct line):	01267 224027
E-Mail:	kjthomas@carmarthenshire.gov.uk

Wendy Walters Prif Weithredwr, *Chief Executive*,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

A G E N D A

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8. REPORTS NOT FOR PUBLICATION
FOLLOWING CONSIDERATION OF ALL THE CIRCUMSTANCES OF THE CASE AND FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST THE CABINET MEMBER MAY CONSIDER THAT THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT, 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007.
9. TOWN CENTRE LOAN SCHEME 85 - 96

Note:- The press and public are not entitled to attend the meeting. The decision record will be published normally within 3 working days.

Agenda Item 2

Cabinet Member for Regeneration, Leisure, Culture and Tourism

Wednesday, 22 November 2023

PRESENT: Councillor H.A.L. Evans (Cabinet Member)

The following Officers were in attendance:

M. Bull, Economic Development Funding & Business Manager

M. E. Pemberton, Rural Programme Co-ordinator

H. Barrett, Project & Funding Co-ordinator

E. Bryer, Democratic Services Officer

Resources Conference Room, County Hall, Carmarthen. SA31 1JP. - 1.30 - 1.40 pm

1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 19TH OCTOBER, 2023

RESOLVED that the decision record of the meeting held on the 19th October, 2023 be signed as a correct record.

3. RURAL INNOVATION FUND

The Cabinet Member considered five applications received for financial assistance under the Rural Innovation Fund, which formed part of the Rural Anchor within the Communities and Place Intervention of Carmarthenshire's Shared Prosperity Fund.

It was noted the applications had been assessed against the fund's criteria by both an officer panel and the Rural Innovation Fund and Sustainable Communities Assessment Panel, being part of the wider Regeneration Partnership, prior to their submission to the Cabinet Member for Regeneration, Leisure, Culture and Tourism for consideration.

RESOLVED

3.1 that the following applications submitted for funding from the Rural Innovation Fund be approved subject to the usual terms and conditions and those specified within the report:

Applicant	Awarded
Carmarthenshire Federation of Young Farmers (SPF-RIF-17)	£44,620
Heart of Wales LGBTQ+ (SPF-RIF-18)	£35,106

3.2 that the following applications submitted for funding from the Rural Innovation Fund be not supported:

Applicant	Reason not supported
Living Pictures (SPF-RIF-19)	Failed to score the minimum weighted score required as the level of innovation was not clearly articulated, and the application did not sufficiently evidence local need.
Menter Dinefwr (SPF-RIF- 20)	Failed to meet the key aims of the fund with the project mainly benefiting the applicant's core business operation as opposed to piloting innovative service delivery within the community.
Age Cymru Dyfed (SPF RIF 21)	Failed to meet the key aims of the fund with the project focus on the retention of existing services, and hence did not meet the minimum weighted score required to be recommended for approval.

4. REPORTS NOT FOR PUBLICATION

RESOLVED pursuant to The Local Government Act 1972 as amended by The Local Government (Access to Information) (Variation) (Wales) Order 2007 that the following items were not for publication as the reports contained exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Act.

5. SHARED PROSPERITY FUND - BUSINESS GROWTH GRANT FUND (INNOVATION)

Following the application of the public interest test it was **RESOLVED**, pursuant to the Act referred to in minute no. 4 above, not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in this matter related to the fact that the report contained detailed information about the business and financial affairs and ambitions of the applicants. In this case, the public interest in maintaining transparency and accountability is outweighed by the public interest in maintaining confidentiality, as disclosure would be likely to place persons and businesses named in the report at an unfair disadvantage in relation to their commercial competitors.

The Cabinet Member considered a project application received from a business seeking assistance from the Shared Prosperity Fund – Business Growth Grant Fund which enabled businesses to start, sustain, grow and innovate.

RESOLVED that the project submitted to Shared Prosperity Fund – Business Growth Grant Fund as detailed in the report be approved.

6. SHARED PROSPERITY FUND - BUSINESS RENEWABLE ENERGY FUND

Following the application of the public interest test it was **RESOLVED**, pursuant to the Act referred to in minute no. 4 above, not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in this matter related to the fact that the report contained detailed information about the business and financial affairs and ambitions of the applicants. In this case, the public interest in maintaining transparency and accountability is outweighed by the public interest in maintaining confidentiality, as disclosure would be likely to place persons and businesses named in the report at an unfair disadvantage in relation to their commercial competitors.

The Cabinet Member considered project applications received from two businesses seeking assistance from the Shared Prosperity Fund – Business Renewable Energy Fund which enabled businesses to undertake renewable energy improvement projects leading to business efficiencies and carbon reduction.

RESOLVED that the projects submitted to Shared Prosperity Fund – Business Renewable Energy Fund as detailed in the report be approved.

CHAIR

DATE

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**Cabinet Member: Regeneration, Leisure, Culture & Tourism
13th December 2023**

Cabinet Member: Cllr. Hazel Evans	Portfolio: Regeneration, Leisure, Culture & Tourism
SHARED PROSPERITY FUND - BUSINESS START UP AND BUSINESS GROWTH GRANT	
Recommendations / key decisions required: To approve proposed changes to the maximum grant values and criteria of the Business Start Up and Business Growth Grant	
Reasons: To ensure that the Business Grants offer is aligned with the market demand and to enable delivery of outputs for the Shared Prosperity Fund project	
Directorate Name of Head of Service: Jason Jones	Designation Head of Regeneration, Policy and Digital E Mail Address: JaJones@carmarthenshire.gov.uk
Report Author: Barry Hale	Designation Economic Development Coordinator E Mail Address: bhale@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed: _____ DATE: _____
CABINET MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY

SPF Business Start Up & Growth Fund

Background

Having launched the £2.5m Shared Prosperity Fund Business Start Up & Growth Fund in March 2023, the current offer for both Start Up and Growth Grants are up to a maximum of £10,000 based on up to 50% of eligible costs or £5,000 per job created and/or safeguarded, whichever is the lesser. There is also an element of the growth grant of awards of between £10,000 and £50,000 to be considered for applications with innovative and R&D projects and link into Innovation Strategies. To date 66 Carmarthenshire businesses have been supported under the fund with a total grant award of £405,847. The fund closes for applications on 30 September 2023.

Proposed Changes to criteria of SPF -Business Growth & Start Up Grant

Following a review of progress to date with regards to the fund and feedback from businesses, a couple of changes are proposed to the current grant criteria. Those changes are:

1. The maximum grant award for all applications that do not link to innovation strategy be increased from £10,000 to £50,000
2. The maximum grant award for projects linked to the innovation strategy be increased from £50,000 to £90,000

The grant awards are still be based on up to 50% of eligible expenditure or £5,000 per job created and/or safeguarded, whichever is the lesser.

The reasoning for the proposed changes is to meet the needs of Carmarthenshire businesses and to maximise the grant support on offer to allow them to meet their start up and growth plans. In addition, the increase in award will enable the team to maximise demand for the fund and ensure outputs are achieved.

Recommendation:

That the Shared prosperity Fund Business Start Up and growth Fund Criteria be amended as follows:

- 1) increase the maximum grant award to £50,000 for applications which do not link with innovation strategies
- 2) applications associated to R&D and innovation projects to be increased a maximum offer of £90,000.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Jason Jones, Head of Regeneration, Policy and Digital

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	YES	NONE	NONE	NONE	NONE

Policy, Crime & Disorder and Equalities

The Shared Prosperity Fund Business Start Up and Growth Fund is aligned with both the South West Wales Economic Development Strategy, and Carmarthenshire’s Economic Recovery Plan. The fund will provide much needed support to businesses in Carmarthenshire to start, sustain, grow and innovate. In addition, the fund aligns with Cabinet’s Vision Statement in that it will continue regeneration plans to safeguard and support over 1,400 businesses as well as providing employment opportunities.

Legal

It is likely that that the number of projects receiving grant of over £10k will increase. Projects over £10k will need the support of CCC’s legal team to prepare, issue and seal legal agreements.

Finance

It is likely that that the number of projects receiving grant of over £25k will increase. Projects over £25k will need financial due diligence undertaken prior to panel decision.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason Jones, Head of Regeneration, Policy and Digital

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

N/A

2. Local Member(s)

N/A

3. Community / Town Council

N/A

4. Relevant Partners

N/A

5. Staff Side Representatives and other Organisations

N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Guidance document for Start Up and Growth Grants		Appendix to report

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CARMARTHENSHIRE BUSINESS GROWTH GRANT

GUIDANCE AND TERMS & CONDITIONS

Carmarthenshire Business Growth Grant Guidance for applicants

Introduction

As part of their ongoing commitment to supporting economic development and businesses throughout these challenging times, Carmarthenshire County Council are delivering Carmarthenshire Business Growth Grant which is funded by the UK Government via the Shared Prosperity Fund

The aim of the grant intervention is to strengthen local entrepreneurial ecosystems and support businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.

The grant will support local businesses and Inward investors to grow, prosper and be sustainable. Resulting in the creation or safeguarding of jobs throughout the County, therefore improving the local economy. Whilst priority will be given to the creation of new jobs, it is acknowledged that the safeguarding of jobs under the current economic climate is also extremely important and will be considered accordingly on a case-by-case basis.

The grant will be open for application between March 2023 and September 2024 or until the fund is fully allocated

The Fund will be a business grant scheme, which will include support towards capital expenditure projects and specialist revenue expenditure (not including ongoing running costs), where new jobs are created and/or safeguarded because of the financial support.

The Offer

- Grants available between **£1,000 and £10,000**.
- Grants of up to **£50,000** can be considered on a case-by-case basis for applications which clearly demonstrate innovation, Research and Development and/or future proofing projects linked to the local innovation strategy <https://www.carmarthenshire.gov.wales/media/1231400/local-innovation-strategy.pdf>
- Each grant award will be based on 50% of eligible costs **or** a maximum of £5000 per job *created **and/or** £5000 per job *safeguarded, whichever is the lesser. (At least one new job must be created and/or one full time equivalent (FTE) job safeguarded, in order to access the grant)
- Any jobs being claimed as safeguarded will need to be forecasted as being lost within 6 months of application. This will need to be evidenced in detail within the application
- Two part time jobs are considered as one full time equivalent- FTE should be based on the standard full-time hours of the employer. If you are only creating or safeguarding a part time job the grant will only be paid on a pro rata basis i.e., max of £2500 for a part time job
- All jobs created as part of the grant must be claimed within 6 months of the date of final grant payment or 30th November 2024 whichever is the earliest date
- We encourage that all jobs being created with the support of the grant to be paid the Real Living Wage. <https://www.livingwage.org.uk/what-real-living-wage>
- If the business is applying for any other public funds such as Arfor, or the Town Centre grants, the expenditure and outputs cannot be duplicated
- It is important to note that grants are paid retrospectively, applicants must have the financial means to purchase the item(s) in full up front, and then claim the grant value from Carmarthenshire County Council following the claims process (please see in the terms and conditions within this document)
- Both claims must be submitted within 4 months of the offer letter or by 30th September 2024 the latest whichever is the earliest date. To support cashflow, the grant team will consider the submission of two claims, but prior agreement must be sought from the Council.

- Maximum of two applications for the Business Growth & Recovery grant will be considered with a maximum value totalling £20,000 grant per business, or £50,000 grant allocation per business for exceptional innovative proposals.

Eligibility

The Carmarthenshire Business Growth Grant is funded by the UK Government via the Shared Prosperity Fund and delivered by Carmarthenshire County Council and as such is only available for application to new or existing businesses within the eligible sectors that are in or planning to locate within Carmarthenshire.

The grant will be open for applications between March 2023 and August 2024 or up until the budget is fully allocated

Support is aimed primarily at existing businesses to be operating in or servicing the following growth and foundation sectors:

- Advanced Materials and Manufacturing
- Construction
- Creative Industries
- Energy and Environment
- Finance and Professional Services
- Information Technology and Telecoms
- Life Sciences
- Food & Drink
- Tourism
- Retail
- Care

Applications will however be considered on a case-by-case basis subject to their potential contribution and value to the local economy, e.g. creation of jobs in the county's primary and secondary town centres, rural areas, link to key strategic projects, such as Yr Egin and Pentre Awel (Llanelli Life Science and Well-being Village), Pendine, Llanelli YMCA, Llandeilo Market Hall, Cross Hands East strategic employment site

The **following sectors are ineligible for support**: - primary agriculture production, forestry, aquaculture, fishing and statutory services e.g. Primary health and education

The Fund is available for businesses of all sizes which aim to implement their growth and recovery plans and **must result in the creation and/or the safeguarding of jobs**. Applicants must therefore demonstrate their growth plans (and provide evidence where applicable) within the application process.

All expenditure associated to the grant must be purchased and claimed within **4 months** of the date of approval letter or no later than 30th September 2024, whichever is earliest. No extensions

will be given for claims to be submitted. The proposed business and associated jobs must be created within 6 months of the final payment of grant or 30th November 2024 whichever is the earliest. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

Upon giving reasonable notice, Carmarthenshire County Council reserves the right to monitor and maintain evidence at 1, 3 and 5 years from the receipt of a grant application.

The grant will apply to capital and/or revenue expenditure within an approved project and can include:

Capital expenditure:

- Purchase of new or second hand equipment, e.g. plant, machinery, specialist equipment, etc. Please note plant could include items such as forklift trucks, telehandlers, excavators, etc. General vehicles such as vans and cars are not eligible.**see note below re: purchase of second hand items
- Purchase and installation of equipment to create or enhance outdoor trading space, e.g., shelters, gazebos, etc. Please note you will need to provide evidence of the relevant permissions if appropriate, i.e., planning permission, licences, etc.
- IT and Telecom hardware if linked directly to the delivery of the project

Specialist revenue expenditure:

- Specialist / technical training (not necessarily accredited)
- Commissioning / Installation of Machinery
- Specialist software
- Production of websites, e-commerce/ online shops, apps, etc.
** websites and ecommerce development associated to the grant must be produced bilingually
- Promotion and Marketing materials as part of a full marketing plan (assessed on a case-by-case basis)
** all marketing and promotional material must be produced bilingually.
- Specialist Consultants (assessed on a case-by-case basis)
- Quality Assurance Certification (assessed on a case-by-case basis)
- Charges associated to the delivery of any capital equipment

Ineligible expenditure includes: -

- General revenue expenditure such as, staff costs or any other taxes, hire purchase/lease purchases,
- Premises improvement / minor building works
- Repair, maintenance, and decoration costs,
- Replacement fixtures and fittings, furniture, and general office equipment etc.
- Contingency fees and costs which were committed or spent before the offer and acceptance of the grant.
- General Vehicles such as cars and vans
- Working capital costs such as stock, rent, rates, administration.
- Membership & affiliation to governing bodies
- Costs of work being carried out as a legal statutory requirement, inc. planning permission.
- Feasibility studies
- If the business is VAT registered, then VAT will be ineligible. VAT will be payable in cases of non-VAT registered companies.

- No expenditure should be incurred before grant approval as the grants cannot be awarded retrospectively.
- Cash purchases will not be considered for grant payment.
- Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.
- Professional fees associated with general business consultants including business plans/ BID writing and any fees associated in completing an application for grants purposes

The purchase costs of second-hand equipment are eligible for grant under the following conditions: -

- The seller of the equipment shall provide a declaration stating its origin, and confirm that at no point during the previous seven years has it been purchased with the aid of national or European grants;
- The price of the equipment shall not exceed its market value and shall be less than the cost of similar new equipment, and
- The equipment shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g., Health and Safety

Application and Assessment

All completed applications will be considered on first come first served basis until the total fund is fully allocated.

Each application will be assessed against the outputs and outcomes of the grant project, i.e.

- value for money / grant per job created ratio and private sector investment levered by the grant as well as the viability of the business plan to support the start-up and sustainable growth plans.
- Jobs created
- Jobs safeguarded
- Number of businesses adopting new or improved products or services
- Number of businesses engaged in new markets
- Number of businesses adopting new to the firm technologies or processes
- Number of businesses with improved productivity
- Number of R&D active businesses
- Increase in number of innovation active SME's
- Number of new products to market

The Local Authority has committed to become net zero carbon by 2030 and is keen to promote sustainable business practices through its funding programmes. As part of the application, you will be asked how your business demonstrates a commitment to sustainable development and sign up to the Welsh Government Green Growth Pledge. <https://businesswales.gov.wales/green-growth-pledge-0>

Initially an applicant is required to submit an expression of interest <https://www.carmarthenshire.gov.wales/media/1231417/spf-bgg-eoi-english.docx>

The expression of interest will then be assessed for eligibility purposes and if approved you will be invited to submit a full application.

Each applicant will then need to complete and return the following:

- Completed Application Form,
- At least 2 full years historical accounts and recent management accounts, if available. If a business has not been trading for 2 years, management accounts and or income & expenditure summary must be provided from the trading start date up to application date
- 2 years projected forecasts (cash flow and/or profit and loss)
- Written Quotations (please see below for guidance)
- Welsh Language Standards- please see further guidance below
- Environmental / Sustainability Policy – Applicants will need to outline the ways in which the business is committed to reducing its impact on the environment.

It should be noted that the Carmarthenshire Business Growth and Recovery Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council. Each application will be assessed by a panel which meet monthly to consider applications meet the standard by the given deadline.

Please Note - Applications will need to be proceedable before they are presented to panel so essential requirements such as match funding, planning permission (where applicable), etc. must be confirmed before the grant team will prepare the application for consideration at panel.

Procurement

Purchasing goods, services or works

When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures as they are outlined in this section.

Think Carmarthenshire First

For purchases below £25,000 please consider 'Think Carmarthenshire First' when seeking quotations for Goods/Services. Therefore, we encourage you to explore the marketplace to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase and include them in your invites to quote. Carmarthenshire County Council and businesses operating within the County have a big role to play in the economic recovery of Carmarthenshire and local supply development is fundamental.

Procurement Thresholds

The precise procedures to be followed will depend upon the size of the order or contract to be let. Carmarthenshire County Council (CCC) operates a graduated set of procedures which recognises the need to lighten administrative requirements for contracts involving smaller amounts. The procedures that we would expect applicants to adhere to can be found in Annex 1

Welsh Language Standards (Welsh Language (Wales) Measure 2011)

The Welsh Language Standards Compliance Notice places a statutory requirement on Carmarthenshire County Council to ensure that all grants it awards has a positive effect on opportunities for persons to use Welsh, and the Welsh language is not treated less favourably than English.

<https://www.carmarthenshire.gov.wales/media/1223639/the-welsh-language-in-business.pdf>

Some examples of provision in accordance with the Standards can be found in Annex 2.

Applicants will be expected to set out their commitments to the Welsh language in their answer the questions on the application form and, once agreed with the grant officer, they will be included as terms and conditions for the successful applicant.

Subsidy Control

This scheme is covered by the current UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business*. If you have received any other financial assistance in the past 3 financial years please describe the support in the box below. It is the responsibility of the applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. [* The MFA financial threshold applies at company group level.]

All bids must also consider how they will deliver in line with subsidy control as per UK Government

<https://www.gov.uk/government/collections/subsidy-control-regime>

Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime it may be considered ineligible, and your application could be rejected.

Post Completion - Terms & Conditions

It should be noted that the Carmarthenshire Business Growth Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council.

The grant may be recovered should the business cease to trade, relocate or the items purchased as part of the grant are sold on within 5 years of award.

Limited Companies must use the business bank account to purchase all the items associated to the grant. It is encouraged for Sole Traders and partnerships that all goods purchased in relation to the grant are purchased using the business bank account.

It is important to note that grants are paid retrospectively, so applicants must have the means to purchase the item(s) in full up front, and then claim the grant value from Carmarthenshire County Council.

Should the application be successful, the grant money is paid direct into the bank account of the applicant business. This is based on receipt or evidence of purchase and defrayment i.e. **original** or **on-line** printed bank statements and **original** invoices to confirm expenditure.

Any deviations to the application in terms of suppliers and expenditure must be requested to the grant team prior to purchase. Failure to seek approval may result in the grant not being paid for those items.

Photographic evidence of all items associated to the grant will be required to support the claim. In some instances, a site visit will be required.

The applicant must accept the terms and conditions of the grant by completing the Notification of Approval and Terms & Conditions within 30 days from receipt. All expenditure associated to the grant must be completed within **4 months of the date of approval letter or 30th September 2024 whichever is the earliest date**. No extension will be given for the submission of the claim

The job(s) created and/or safeguarded associated to the projects must be achieved / sustained within 6 months of the final payment of grant or **March 2025** whichever is the earliest date. Monitoring of the business and jobs created and/or safeguarded will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

For all grant purposes monitoring of the claim and evidence will take place with prior notice at 1, 3 and 5 years from the date of award of the grant.

Should the project not proceed within the period stipulated in the offer of grant, the offer of grant will automatically lapse. **Any variation to the Terms & Conditions set out in the Approval Letter must be requested and agreed**

Cash purchases will not be considered for grant payment.

Items purchased with credit cards are eligible, but applicants will need to evidence the transaction on their credit card bill. ** Limited companies must use the business credit cards to purchase items associated to the grant rather than personal cards of the director(s).

Grants will not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.

Businesses can apply for 2 Carmarthenshire Business Growth Grants for 2 separate projects for which the outputs must not be duplicated.

Claw back of grant funds

Funding shall be withheld and/or, insofar as payment has been made, the grant recipient shall repay funding either in whole or in part, including if:

- a) there has been an overpayment of funding;
- b) during its economic life, the project undergoes substantial change defined as being used for purposes other than those specified in the application, or, having a change of owner without notifying Carmarthenshire County Council.

The economic life is the period up to 5 years from date of the final payment of grant and repayment of funding will be required as follows:

Date of disposal of asset(s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 years	80% of funding to be repaid
Within 3 years	60% of funding to be repaid
Within 4 years	40% of funding to be repaid
Within 5 years	20% of funding to be repaid
After 5 years	No funding to be repaid

The above are minimum repayment requirements

If the jobs are not created and/or safeguarded, then the County Council has the right to reclaim the grant in part or in full.

The grant must be repaid in full on demand if: -

- the applicant is found to have made any misrepresentation in connection with the application.
- the applicant has breached the provision of condition above.
- the assets and property (if applicable) are not fully re-instated within 12 months of any occurrence giving rise to loss of or damage to the property.

SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	Completed Application Form
	2 years historical accounts (management accounts if available)
	2 years financial forecasts (Cashflow or Profit & Loss)
	Statutory Consents incl. Planning permission, building regulations, licences (if applicable)
	Written Quotes (refer to guidance and terms and conditions documents)
	Proof of match funding
	Conflict of interest acknowledged and declared (if applicable)
	Welsh Language Standards Statement
	Environmental / Sustainability Policy

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Annex 1

Procurement Process - Requirement Value (excluding VAT)

All up to £5,000

A minimum of **1 written Quotation** must be obtained and retained.
Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.

All Between £5,000 and £25,000

A minimum of **3 written Quotations** must be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.
A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

All Between £25,000 and £75,000

A minimum of **3 written Quotations** must be sought from competitive sources*. The quotes must be based on:

- the same specification,
- the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.
- the same closing date.

A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

Goods and Services Between £75,000 and £173,934

A minimum of **4 tenders** must be sought from competitive sources*, with a **minimum of 2 tenders to be received****.

All those tendering must be provided with the same information:

- the same specification of requirements,
- an outline of the evaluation criteria against which the contract will be awarded and
- the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.

** In the event that only one tender is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement to advertise via Sell2Wales.

Works Between £75,000 and £4,348,350

A minimum of **4 tenders** must be sought from competitive sources*, with a **minimum of 3 tenders to be received****.

All those tendering must be provided with the same information:

- the same specification of requirements,
- an outline of the evaluation criteria against which the contract will be awarded and
- the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.

** In the event that only one tender is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there **may** be a requirement to advertise via Sell2Wales.

Goods and Services Above £173,934

If a contract for Goods or Services is likely to **exceed £173,934** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

Works Above £4,348,350

If a contract for Works is likely to **exceed £4,348,350** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

It is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk if you are in a situation where you have difficulty in identifying suppliers and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

N.B.

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform Carmarthenshire County Council.**
- **If you have any queries as to how these procedures should be applied, you should contact Carmarthenshire County Council for clarification and further guidance.**

Avoiding conflicts of interest

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process.

If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:

- that applicant / developer, person or party with an interest must declare that interest in writing to the Project officer.

- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures;

Procurement Terminology

- **Contract:** an agreement between the purchaser and the supplier that is enforceable by law.
- **Competitive Source:** an independent provider bidding against another independent provider
- **Goods:** are material items i.e. equipment, food, vehicles etc
- **EU Public Procurement Directives:** are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£173,934 for Goods and Services and £4,348,350 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken.
- **Evaluation:** a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
- **Evaluation Criteria:** A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria.
- **Evaluation Panel** - It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
- **OJEU (Official Journal of the European Union):** is a publication in which all public sector contracts valued over a certain monetary threshold (currently (£173,934 for Goods and Services and £4,348,350 for Works contracts) must be published
- **Sell2Wales:** is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please email support@buy4wales.co.uk for further information.
- **Services:** tasks undertaken by people i.e. consultancy services, translation services etc
- **Specification:** this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document.
- **Tender:** is the document compiled by a potential supplier in response to an invitation to tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement.
- **Works:** include landscaping, construction, building works etc

Do's and Don'ts of Tendering

Do's

- ensure that any potential conflicts of interest are declared at the earliest opportunity.
- comply with the appropriate rules
- ensure that the specification is precise and not in excess of the requirements.
- ensure that the Evaluation Criteria is directly relevant to the subject of the contract
- ensure that quotes/tenders are evaluated on a 'like for like' basis.
- complete and retain full records for future reference and audit purposes.
- ensure that you treat suppliers in an open, transparent and non-discriminatory manner.

Don'ts

- Don't skew the specification to eliminate or to discriminate against suppliers.
- Don't change the scope of the specification once distributed.
- Don't change the evaluation criteria during the process.
- Don't give companies too short notice to quote.
- Don't enter into too much detail verbally with suppliers regarding specific questions.
- Don't reveal prices to potential suppliers.

- Don't breach confidentiality.
- Don't open quotes/tenders in advance of the deadline.
- Don't consider submissions received after the deadline.

Annex 2

Welsh Language Standards (Welsh Language (Wales) Measure 2011)

The Welsh Language Standards Compliance Notice places a statutory requirement on Carmarthenshire County Council to ensure that all grants it awards has a positive effect on opportunities for persons to use Welsh, and the Welsh language is not treated less favourably than English. To meet these requirements, you must make every effort to do the following:

- *Operate bilingually, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
- *Communicate bilingually with the public (emails, press releases, phone call letters)
- *Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Welsh for Adults)
- *Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards
- *Provide services in person or online in Welsh
- *Demonstrate consideration of the linguistic nature of the geographical area

<https://www.carmarthenshire.gov.wales/media/1223639/the-welsh-language-in-business.pdf>

These are examples of commitments that the applicant may make in order to provide in accordance with the Standards. **This list is not exhaustive but rather offers suggestions, and the candidate could suggest other commitments if they so wish.**

Applicants will be expected to consider the relevance of the below to the work they want to achieve through the grant and to commit to as much as possible in line with the size of the organisation's turnover, and the size of the funding application.

Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below. Every situation will be considered individually, and advice and support will be available to candidates.

Applicants will be expected to set out their commitments to the Welsh language in their answer the questions on the application form and, once agreed with the grant officer, they will be included as terms and conditions for the successful applicant.

1.The organisation

We will map the organisations current capacity to deliver in Welsh
We will strive to increase the organisations capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh
We will ensure that we have arrangements in place to provide materials in Welsh
We will consider Welsh language provision from the outset, when planning the provision

We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do

We are a Welsh medium organisation that administer and deliver through the medium of Welsh

2.Publicity

We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first

We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available

We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh

We will promote the Welsh language in all activity

Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh

We will create a Welsh or bilingual identity for my project / service.

3.Public engagement

We will communicate general message with the public bilingually

We will offer to communicate in Welsh with individuals and then communicate with them in the language they require

We will provide our activity in Welsh

We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English

If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations

We will promote the Welsh elements of our provision

4.Ensuring a positive impact on the Welsh language

We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language
We will offer Welsh language provision rather than waiting for someone to request it
We will be engaging with Welsh-speaking communities (geographical or otherwise)
We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision
We will ensure the use of Welsh in all our provision including by those who are less fluent
Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills
We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)

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CARMARTHENSHIRE BUSINESS START UP GRANT

GUIDANCE AND TERMS & CONDITIONS

Carmarthenshire Business Start Up Grant Guidance for applicants

Introduction

As part of their ongoing commitment to economic development and supporting businesses Carmarthenshire County council are delivering the Carmarthenshire Business Start Up Grant which is funded by the UK Governments Shared Prosperity Fund.

The aim of the grant intervention is to strengthen local entrepreneurial ecosystems and support businesses at all stages of their development to start, sustain, grow, and innovate, including through local networks

The aim of the Start Up Fund is to support the creation of new businesses in the county, resulting directly in the creation of jobs, therefore improving the local economy.

The Fund will be a business grant scheme, which will include support towards capital expenditure projects and specialist revenue expenditure (not including ongoing running costs), where new jobs are a created and/or safeguarded because of the financial support.

The Offer

- Grants available between £1,000 and £10,000.
- Each grant award will be based on 50% of eligible costs OR a maximum of £5000 per job created whichever is the lesser. (At least one new job must be created to access the fund) The business owner can be included as a new job
- The minimum grant award is £1000 (based on at least one new job created) and the maximum grant award per business is £10,000 (based on at least 2 jobs being created)
- We encourage that all being created jobs created with the support of the grant to be paid the Real Living Wage. <https://www.livingwage.org.uk/what-real-living-wage>
- The fund will support new entrepreneurs with their business start-up aspirations by providing financial contribution towards capital expenditure projects and/or specialist revenue expenditure, which will either enable further capital investment projects or a specific business start-up proposal which may involve high revenue costs.
- Two part time jobs are considered as one full time equivalent-FTE should be based on the standard full-time hours of the employer . If you are only creating or safeguarding a part time job the grant will only be paid on a pro rata basis i.e., max of £2500 for a part time job
- Each business can only apply for the Start Up Fund once but may apply for the Carmarthenshire Business Growth Fund for separate projects if they grow the business and create further jobs. The outcomes from the start up fund, i.e., commencement of trading and jobs created must be delivered before the application for the growth fund can be considered.
- If the business is applying for any other public funds such as Arfor, or the Town Centre grants, the expenditure and outputs cannot be duplicated
- All jobs created as part of the grant must be claimed within 6 months of the date of final grant payment or 30th November 2024 whichever is the earliest date
- It is important to note that grants are paid retrospectively, applicants must have the financial means to purchase the item(s) in full up front, and then claim the grant value

from Carmarthenshire County Council following the claims process (please see in the terms and conditions within this document)

- Both claims must be submitted within 4 months of the offer letter or by 30th September the latest whichever is the earliest date. To support cashflow, the grant team will consider the submission of two claims, but prior agreement must be sought from the Council.

Eligibility

The Carmarthenshire Business Start Up Grant is funded by UK Government via the Shared Prosperity Fund and delivered by Carmarthenshire County Council and as such is only available for application to groups or individuals with viable new businesses proposals to be located within Carmarthenshire and will be operating within or servicing one of the eligible sectors. The grant is only available for prestart businesses (not yet trading)

The grant will be open for application between March 2023 and August 2024 or until the fund is fully allocated.

Support is aimed primarily at new businesses to be operating in or servicing the following growth and foundation sectors:

- Advanced Materials and Manufacturing
- Construction
- Creative Industries
- Energy and Environment
- Finance and Professional Services
- Information Technology and Telecoms
- Life Sciences
- Food & Drink
- Tourism
- Retail
- Care

Applications will however be considered on a case-by-case basis subject to their potential contribution and value to the local economy, e.g. creation of jobs in the county's primary and secondary town centres, rural areas, link to key strategic projects, such as Yr Egin and Pentre Awel (Llanelli Life Science and Well-being Village), Pendine, Llanelli YMCA, Llandeilo Market Hall, Cross Hands East strategic employment site

The **following sectors are ineligible for support**: - primary agriculture production, forestry, aquaculture, fishing and statutory services, e.g., Primary health and education.

All expenditure associated to the grant must be purchased and claimed within 4 months of the date of approval letter or no later than 30th September 2024, whichever is earliest. No extensions will be given for claims to be submitted. The proposed business and associated jobs must be created within 6 months of the final payment of grant or 30th November 2024 whichever is the earliest. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

Upon giving reasonable notice, Carmarthenshire County Council reserves the right to monitor and maintain evidence at 1, 3 and 5 years from the receipt of a grant application.

The grant will apply to capital and/or revenue expenditure within an approved project and can include:

Capital expenditure:

- Purchase of new or second hand equipment, e.g. plant, machinery, specialist equipment, etc. Please note plant could include items such as forklift trucks, telehandlers, excavators, etc. General vehicles such as vans and cars are not eligible. **see note below re: purchase of second hand items
- Purchase and installation of equipment to create or enhance outdoor trading space, e.g., shelters, gazebos, etc. Please note you will need to provide evidence of the relevant permissions if appropriate, i.e., planning permission, licences, etc.
- IT and Telecom hardware if linked directly to the delivery of the project
- Fixtures and fittings, furniture, and general office equipment etc. as part of a new office or office move

Specialist revenue expenditure:

- Specialist / technical training (not necessarily accredited)
- Commissioning / Installation of Machinery
- Specialist software
- Production of websites, e-commerce/ online shops, apps, etc.
** websites and ecommerce development associated to the grant must be produced bilingually
- Promotion and Marketing materials as part of a full marketing plan (assessed on a case-by-case basis)
** all marketing and promotional material must be produced bilingually.
- Specialist Consultants (assessed on a case-by-case basis)
- Quality Assurance Certification (assessed on a case-by-case basis)
- Charges associated to the delivery of any capital equipment

Ineligible expenditure includes: -

- General revenue expenditure such as, staff costs or any other taxes, hire purchase/lease purchases,
- General Vehicles
- Premises improvement / minor building works.
- Repair, maintenance, and decoration costs,
- Replacement of existing fixtures and fittings.
- Contingency fees and costs which were committed or spent before the offer and acceptance of the grant.
- Working capital costs such as stock, rent, rates, administration.
- Certificates, licences, membership & affiliation to governing bodies, etc.
- Costs of work being carried out as a legal statutory requirement, inc. planning permission.
- Feasibility studies
- If the business is VAT registered, then VAT will be ineligible. VAT will be payable in cases of non-VAT registered companies.
- No expenditure should be incurred before grant approval as the grants cannot be awarded retrospectively.
- Cash purchases will not be considered for grant payment.

- Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.
- Professional fees associated with general business consultants including business plans/ BID writing and any fees associated in completing an application for grants purposes

The purchase costs of second-hand equipment are eligible for grant under the following conditions: -

- The seller of the equipment shall provide a declaration stating its origin and confirm that at no point during the previous seven years has it been purchased with the aid of national or European grants.
- The price of the equipment shall not exceed its market value and shall be less than the cost of similar new equipment, and
- The equipment shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g. Health and Safety

Application and Assessment

All completed applications will be considered on first come first served basis until the fund is fully allocated.

Each application will be assessed against the outputs and outcomes of the grant project, i.e.

- value for money / grant per job created ratio and private sector investment levered by the grant as well as the viability of the business plan to support the start-up and sustainable growth plans.
- number of jobs created,
- adopting new services or products,
- engaging in new markets,
- adopting new technologies or processes
- new products to market

The Local Authority has committed to become net zero carbon by 2030 and is keen to promote sustainable business practices through its funding programmes. As part of the application, you will be asked how your business demonstrates a commitment to sustainable development and sign up to the Welsh Government Green Growth Pledge.
<https://businesswales.gov.wales/green-growth-pledge-0>

Initially an applicant is required to submit an expression of interest. The expression of interest will then be assessed for eligibility purposes and if approved you will be invited to submit a full application.

Each applicant must complete and return the following:

- Application Form,
- Business plan (the business plan should include a section on how the business is implementing sustainable business practices)
- 2 years projected forecasts (cash flow and/or profit and loss)
- Formal written quotes for the items included in the application
- Welsh Language Standards- please see further information below
- Environmental / Sustainability Policy – Applicants will need to outline the ways in which the business is committed to reducing its impact on the environment.

It should be noted that the Carmarthenshire Business Start Up Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council. Each application will be assessed by a panel which meet monthly to consider applications which meet the standard by the given deadline.

Please Note - Applications will need to be proceedable before they are presented to panel so essential requirements such as match funding, planning permission (where applicable), etc. must be confirmed before the grant team will prepare the application for consideration at panel.

Procurement

Purchasing goods, services or works

When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures as they are outlined in this section.

Think Carmarthenshire First

For purchases below £25,000 please consider 'Think Carmarthenshire First' when seeking quotations for Goods/Services. Therefore, we encourage you to explore the marketplace to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase and include them in your invites to quote. Carmarthenshire County Council and businesses operating within the County have a big role to play in the economic recovery of Carmarthenshire and local supply development is fundamental.

Procurement Thresholds

The precise procedures to be followed will depend upon the size of the order or contract to be let. Carmarthenshire County Council (CCC) operates a graduated set of procedures which recognises the need to lighten administrative requirements for contracts involving smaller amounts. The procedures that we would expect applicants to adhere to can be found in Annex 1.

Welsh Language Standards (Welsh Language (Wales) Measure 2011)

The Welsh Language Standards Compliance Notice places a statutory requirement on Carmarthenshire County Council to ensure that all grants it awards has a positive effect on opportunities for persons to use Welsh, and the Welsh language is not treated less favourably than English.

<https://www.carmarthenshire.gov.wales/media/1223639/the-welsh-language-in-business.pdf>

Some examples of provision in accordance with the Standards can be found in Annex 2.

Applicants will be expected to set out their commitments to the Welsh language in their answer the questions on the application form and, once agreed with the grant officer, they will be included as terms and conditions for the successful applicant.

Subsidy Control

This scheme is covered by the current UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business*. If you have received any other financial assistance in the past 3 financial years please describe the support in the box below. It is the responsibility of the applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. [* The MFA financial threshold applies at company group level.]

All bids must also consider how they will deliver in line with subsidy control as per UK Government

<https://www.gov.uk/government/collections/subsidy-control-regime>

Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime it may be considered ineligible, and your application could be rejected.

Post Completion - Terms & Conditions

It should be noted that the Carmarthenshire Business Start Up Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council.

The grant will be recovered should the business cease to trade, relocate or the property sold on within 5 years of award or if the creation of business or jobs are not achieved within the specified period.

Limited Companies must use the business bank account to purchase all the items associated to the grant. It is encouraged for Sole Traders and partnerships that all goods purchased in relation to the grant are purchased using the business bank account.

It is important to note that grants are paid retrospectively, so applicants must have the financial means to purchase the item(s) in full up front, and then claim the grant value from Carmarthenshire County Council.

As grants are paid retrospectively, should the application be successful, the grant money is paid direct into the bank account of the applicant business. This is based on receipt or evidence of purchase and defrayment i.e. original or on-line printed bank statements and original invoices to confirm expenditure.

Any deviations to the application in terms of suppliers and expenditure must be requested to the grant team prior to purchase. Failure to seek approval may result in the grant not being paid for those items.

Photographic evidence of all items associated to the grant will be required to support the claim.

The applicant must accept the terms and conditions of the grant by completing the Notification of Approval and Terms & Conditions within 30 days from receipt. All expenditure associated to the grant must be completed **within 4 months of the date of approval letter or 30th September 2024 whichever is the earliest date**. No extension will be given for the submission of the claim

The job(s) associated to the projects must be achieved within 6 months of the final payment of grant or March 2025 whichever is the earliest date. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

For all grant purposes monitoring of the claim and evidence will take place with prior notice at 1, 3 and 5 years from the date of award of the grant.

Should the project not proceed within the period stipulated in the offer of grant, the offer of grant will automatically lapse. An extension of the grant offer period can be made, provided that a request is made in writing. **Any variation to the Terms & Conditions set out in the Approval Letter must be requested and agreed**

Cash purchases will not be considered for grant payment.

Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.

Items purchased with credit cards are eligible, but applicant will need to evidence the transaction on their credit card bill. ** Limited companies must use the business credit cards to purchase items associated to the grant rather than personal cards of the director(s).

Grants will not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.

Claw back of grant funds

Funding shall be withheld and/or, insofar as payment has been made, the grant recipient shall repay funding either in whole or in part, including if:

- a) there has been an overpayment of funding;
- b) during its economic life, the project undergoes substantial change defined as being used for purposes other than those specified in the application, or, having a change of owner without notifying Carmarthenshire County Council.

The economic life is the period up to 5 years from date of the final payment of grant and repayment of funding will be required as follows:

Date of disposal of asset(s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 years	80% of funding to be repaid
Within 3 years	60% of funding to be repaid
Within 4 years	40% of funding to be repaid
Within 5 years	20% of funding to be repaid
After 5 years	No funding to be repaid

The above are minimum repayment requirements

If the jobs are not created then the County Council has the right to reclaim the grant in part or in full.

The grant must be repaid in full on demand if:-

- the applicant is found to have made any misrepresentation in connection with the application;
- the applicant has breached the provision of condition above;
- the assets and property (if applicable) are not fully re-instated within 12 months of any occurrence giving rise to loss of or damage to the property.

SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	Completed Application Form
	Business Plan
	2 years financial forecasts (cashflow and / or P&L)
	Statutory Consents incl. Planning permission, building regulations, licences (if applicable)
	Written Quotes (refer to guidance and terms and conditions documents)
	Proof of match funding
	Conflict of interest acknowledged and declared (if applicable)
	Welsh Language Standards
	Environmental / Sustainability Policy

Annex

1. Third Party Procurement Rules

Requirement Value (excluding VAT) Procurement Process

All up to £5,000

A minimum of **1 written Quotation** must be obtained and retained.

Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.

All £5,000 and £25,000

A minimum of **3 written Quotations** must be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.

A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

All £25,000 and £75,000

A minimum of **3 written Quotations** must be sought from competitive sources*. The quotes must be based on:

- the same specification,
- the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.
- the same closing date.

A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

Goods and Services £75,000 and £173,934

A minimum of **4 tenders** must be sought from competitive sources*, with a **minimum of 2 tenders to be received****.

All those tendering must be provided with the same information:

- the same specification of requirements,
- an outline of the evaluation criteria against which the contract will be awarded and
- the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.

In the event that only one tender is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement to advertise via Sell2Wales.

Works £75,000 and £4,348,350

A minimum of **4 tenders** must be sought from competitive sources*, with a **minimum of 3 tenders to be received****.

All those tendering must be provided with the same information:

- the same specification of requirements,
- an outline of the evaluation criteria against which the contract will be awarded and
- the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.

In the event that only one tender is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by

case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement to advertise via Sell2Wales.

Goods and Services Above £173,934 If a contract for Goods or Services is likely to **exceed £173,934** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

Works Above £4,348,350

If a contract for Works is likely to **exceed £4,348,350** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

It is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk if you are in a situation where you have difficulty in identifying suppliers and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

N.B.

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform Carmarthenshire County Council**
- **If you have any queries as to how these procedures should be applied, you should contact Carmarthenshire County Council for clarification and further guidance.**

Avoiding conflicts of interest

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process.

If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:

- that applicant / developer, person or party with an interest must declare that interest in writing to the Project officer.
- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures;

Procurement Terminology

- **Contract:** an agreement between the purchaser and the supplier that is enforceable by law.
- **Competitive Source:** an independent provider bidding against another independent provider
- **Goods:** are material items i.e. equipment, food, vehicles etc
- **EU Public Procurement Directives:** are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£173,934 for Goods and Services and £4,348,350 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken.

- **Evaluation:** a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
- **Evaluation Criteria:** A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria.
- **Evaluation Panel** - It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
- **OJEU (Official Journal of the European Union):** is a publication in which all public sector contracts valued over a certain monetary threshold (currently (£173,934 for Goods and Services and £4,348,350 for Works contracts) must be published
- **Sell2Wales:** is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please email support@buy4wales.co.uk for further information.
- **Services:** tasks undertaken by people i.e. consultancy services, translation services etc
- **Specification:** this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document.
- **Tender:** is the document compiled by a potential supplier in response to an invitation to tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement.
- **Works:** include landscaping, construction, building works etc

Do's and Don'ts of Tendering

Do's

- ensure that any potential conflicts of interest are declared at the earliest opportunity.
- comply with the appropriate rules
- ensure that the specification is precise and not in excess of the requirements.
- ensure that the Evaluation Criteria is directly relevant to the subject of the contract
- ensure that quotes/tenders are evaluated on a 'like for like' basis.
- complete and retain full records for future reference and audit purposes.
- ensure that you treat suppliers in an open, transparent and non-discriminatory manner.

Don'ts

- Don't skew the specification to eliminate or to discriminate against suppliers.
- Don't change the scope of the specification once distributed.
- Don't change the evaluation criteria during the process.
- Don't give companies too short notice to quote.
- Don't enter into too much detail verbally with suppliers regarding specific questions.
- Don't reveal prices to potential suppliers.
- Don't breach confidentiality.
- Don't open quotes/tenders in advance of the deadline.
- Don't consider submissions received after the deadline.

2. Welsh Language Standards (Welsh Language (Wales) Measure 2011)

Below are some examples of provision in accordance with the Standards: These are examples of commitments that the applicant may make in order to provide in accordance with the Standards. This list is not exhaustive but rather offers suggestions, and the candidate could suggest other commitments if they so wish.

They will be expected to consider the relevance of the below to the work they want to achieve through the grant and to commit to as much as possible in line with the size of the organisation's turnover, and the size of the funding application.

Please note however that any organisation employing more than 50 members of staff will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below. Every situation will be considered individually, and advice and support will be available to candidates.

The Welsh Language Standards Compliance Notice places a statutory requirement on Carmarthenshire County Council to ensure that all grants it awards has a positive effect on opportunities for persons to use Welsh, and the Welsh language is not treated less favourably than English.

To meet these requirements, you must make every effort to do the following:

- *Operate bilingually, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
- *Communicate bilingually with the public (emails, press releases, phone call letters)
- *Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Welsh for Adults)
- *Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards
- *Provide services in person or online in Welsh
- *Demonstrate consideration of the linguistic nature of the geographical area

<https://www.carmarthenshire.gov.wales/media/1223639/the-welsh-language-in-business.pdf>

Applicants will be expected to set out their commitments to the Welsh language in their answer the questions on the application form and, once agreed with the grant officer, they will be included as terms and conditions for the successful applicant.

1.The organisation

We will map the organisations current capacity to deliver in Welsh
We will strive to increase the organisations capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh
We will ensure that we have arrangements in place to provide materials in Welsh
We will consider Welsh language provision from the outset, when planning the provision
We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do
We are a Welsh medium organisation that administer and deliver through the medium of Welsh

2. Publicity

We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first
We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available
We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh
We will promote the Welsh language in all activity
Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh
We will create a Welsh or bilingual identity for my project / service.

3. Public engagement

We will communicate general message with the public bilingually
We will offer to communicate in Welsh with individuals and then communicate with them in the language they require
We will provide our activity in Welsh
We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English
If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations
We will promote the Welsh elements of our provision

4. Ensuring a positive impact on the Welsh language

We have an understanding of the linguistic situation of the county, and we understand the need to promote the Welsh language
We will offer Welsh language provision rather than waiting for someone to request it
We will be engaging with Welsh-speaking communities (geographical or otherwise)

We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision

We will ensure the use of Welsh in all our provision including by those who are less fluent

Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills

We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)

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CABINET MEMBER DECISIONS MEETING FOR REGENERATION, LEISURE, CULTURE & TOURISM 13/12/2023

Cabinet Member:	Portfolio:
Cllr. Hazel Evans	Cabinet Member Decisions Meeting for Regeneration, Leisure, Culture & Tourism

Subject:

Mynydd y Betws Wind Farm Community Benefit Fund Round 2 Applications.

Purpose:

To provide an overview of applications submitted under Mynydd y Betws Wind Farm Community Benefit Fund Round 2.

Recommendations / key decisions required:

To approve 6 applications submitted to Mynydd y Betws Wind Farm Community Fund:

- Black Mountain Centre – Cwarter Bach - £14,000
- Glynhir Golf Club – Llandybie - £2,735.10
- Dawnsyr Penrhyd – Llandybie - £7,339.20
- Penybanc Welfare Association – Saron - £12,000
- Menter Cwm Gwendraeth Elli – Penygroes - £15,000
- Mynydd Sion Chapel - Penygroes - £5,760

Total - £56,834.30

Reasons:

Mynydd y Betws Wind Farm Community Fund is administered by Carmarthenshire County Council’s Bureau. Approved projects support the development of sustainable communities within the eligible wards.

<p>Directorate: Chief Executives Jason Jones</p>	<p>Designations: Head of Regeneration, Policy & Digital</p>	<p>Tel: 01267 242336 JaJones@carmarthenshire.gov.uk</p>
<p>Report Author: Caroline Owen</p>	<p>Bureau Coordinator</p>	<p>Tel: 01269 590216 Caowen@carmarthenshire.gov.uk</p>

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed: _____

CABINET MEMBER

DATE:

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY

SUBJECT

Mynydd y Betws Wind Farm Community Benefit Fund Round 2 Applications

SUMMARY OF PURPOSE OF REPORT

Purpose:

To consider 6 applications submitted as part of the Mynydd y Betws Community Benefit Fund.

Background

Carmarthenshire County Council's Bureau manages the Community Benefit Fund on behalf of ESB (Electricity Supply Board).

ESB has committed to providing a community support fund for the benefit of communities near Mynydd y Betws Wind Farm over a 25 year period. Carmarthenshire receives £86,500 each financial year up until 2038.

Level of Grant Available:

- Tier 1 - £500 - £5,000 – Up to 90% grant
- Tier 2 - £5,001 - £15,000 – Up to 80% grant

Mynydd y Betws Community Benefit Funding provides capital and revenue funding for new and innovative projects which address the following themes:

- Recreation
- Education
- Health
- Environmental
- Energy Efficiency / Sustainability
- Culture

All projects must be delivered within the following electoral wards in the Amman area:

- Ammanford
- Betws
- Garnant
- Glanamman
- Llandybie
- Penygroes
- Saron
- Tycroes
- Cwarter Bach

Round 1 submissions were assessed by the Mynydd y Betws Wind Farm Community Benefit Fund Grant Panel in June and presented to Cabinet Member Decisions Meeting for Regeneration, Leisure, Culture & Tourism on July 11th 2023. From an available budget of

£117,122 (which includes slippage from the previous year), 6 projects were awarded funding totalling £55,985.

The Mynydd y Betws Wind Farm Community Benefit Fund Grant Panel agreed to launch Round 2 on October 1st with an available budget of £61,137. 11 applications were received by the deadline. Each application has been assessed and considered by the Mynydd y Betws grants panel before being presented to Cabinet member for final decision.

Recommendation:

Following assessment by the panel, 6 applications are recommended for approval in line with the budget available:

- Black Mountain Centre – Cwarter Bach - £14,000
- Glynhir Golf Club – Llandybie - £2,735.10
- Dawnsywyr Penrhyd – Llandybie - £7,339.20
- Penybanc Welfare Association – Saron - £12,000
- Menter Cwm Gwendraeth Elli – Penygroes - £15,000
- Mynydd Sion Chapel - Penygroes - £5,760

Please refer to Annex 1 for full details.

OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

The option of not approving these projects in whole or part is open to Cabinet member. However non approval will mean that local communities within the Mynydd y Betws area will lose out on the opportunities identified.

DETAILED REPORT ATTACHED

No

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: Jason Jones

Head of Regeneration, Policy & Digital

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	YES	NONE	NONE	NONE	NONE

1. Policy and Crime & Disorder

The Mynydd y Betws Wind Farm Community Benefit Fund complements other funding streams being delivered by Carmarthenshire County Council and other external funders which increases investment into the area.

The Bureau is satisfied that the grant award recommendations are in line with published policy and strategic direction of the authority, in particular the Corporate Strategy and Well-being Objectives. The grant awards will also support the Authority's Vision Statement by Making our communities and environment, healthy, safe and prosperous places to live.

2. Legal

All successful applicants will be issued with an offer letter setting out the Terms and Conditions of the grant scheme.

3. Finance

The budget available for Round 2 is £61,137.

The Bureau is satisfied there is sufficient budget available in 2023/24 to support the proposed recommendations.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason Jones

Head of Regeneration, Policy & Digital

1. **Scrutiny Committee** – N/A
2. **Local Member(s)** - Amman area elected members are fully supportive
2. **Community / Town Council** - as per Annex 1
3. **Relevant Partners** - as per Annex 1
4. **Staff Side Representatives and other Organisations** - as per Annex 1

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Mynydd y Betws Wind Farm Community Benefit Fund	MYB-23-07 MYB-23-09 MYB-23-11 MYB-23-12 MYB-23-13 MYB-23-15	County Hall, Carmarthen. SA31 1JP

**Mynydd y Betws Community Benefit Fund
2023-2024 – Round 2**

Report Author: Caroline Owen
CAOwen@carmarthenshire.gov.uk
Tel: 01269 590216

Budget Available - £61,137.00

Full Report Value: £56,834.30

1 of 6

Application reference: MYB-23-07

Project Title	Secure Financial Viability
Applicant	Black Mountain Centre
Ward	Cwarter Bach
Project Description/ Community Benefit	<p>The Board of the Charity following detailed consideration of its trading position through the Pandemic period and its immediate aftermath have decided to continue providing the same level of services for the time being and to review on a 3 monthly basis. Its business plan for 2023 /24 has indicated an increase in external revenue support to a target of £60k will be required to sustain this position.</p> <p>An annual payment of £12k is received from the Cwarter Bach community council towards the centre's running costs and £5k towards the post office.</p> <p>The Charity wishes to retain its role in the local community at current levels but without additional financial support to its revenue budget it will have to limit what it can provide or facilitate in an area that is at the periphery of many essential public services.</p> <p>The Charity routinely consults users (both local and visitors) in its service provision and any loss of what is provided will have a severe impact on the wellbeing and social cohesion of the wider community.</p> <p>Funding required to support with utility bills, the charity has been revenue self-funded for the last 9 years and anticipate being back to this position within the next two years.</p>
Total Project Cost	£168,000 - Net
Eligible Revenue	£168,000 2023/24 running costs.
Amount and % of grant requested.	£14,000.00 @ 8%

<p>Match funding</p>	<p>Utilities</p> <p>£154,000 £121k - Trading activities £15k – Cwarter Bach Community Council £18k – External funding</p>
<p>Contributing to the themes of the Fund</p>	<p>Recreation, Education, Health, Environment, Energy efficiency/sustainability & Culture.</p>
<p>Officer Comments</p>	<p>All the required Policies have been provided.</p> <p>The project contributes to all themes of the fund.</p> <p>Significant Community Benefit to many target groups, with satisfactory evidence of need, with ongoing community consultation undertaken on a regular basis.</p> <p>Evidence of good governance and successful track record of project delivery, strong management group, evidence of financial sustainability in place.</p> <p>This funding request is to secure the long-term financial viability of the Centre, which was agreed at the last panel to support only Community Hub’s with revenue funding.</p>
<p>Economic Benefit/Outputs</p>	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering • Number of individuals into employment • No of community groups/organisations assisted - 1 • Number of social enterprises created - • Number of social enterprises supported - • Number of full-time jobs created - • Number of jobs safeguarded - 9 • Public and private leverage funding - £154,000
<p>Panel Recommendation</p>	<p>Award - £14,000</p>

Application reference: MYB-23-09

Project Title	Integrated Technology System
Applicant	Glynhir Golf Club
Ward	Llandybie
Project Description/ Community Benefit	<p>Glynhir is situated in rural Carmarthenshire but with outdated computerisation and associated technical devices, which results in numerous communication and failures.</p> <p>This project would deliver the installation of improved computers, devices and Cloud telephony which will update and improve the facility especially the accounting, financial, staff and catering modules. The improved system would allow Glynhir to work efficiently and to scale, be cost saving and will significantly increase employee collaboration and productivity throughout the day.</p> <p>The project using cloud computing offers greater flexibility and security regardless of size, employees stay productive and connected on the go and empowers you to stay connected with one contact number, not to miss out on any calls or meetings on/off the facility – this aspect will greatly assist with all elements of the business including staff, health & safety, well-being, and catering.</p> <p>Improving the communication and computerisation is essential for the facility, the system is quick to install, easy to upscale, cuts down on maintenance and saves on rental costs. This project will allow access to sophisticated telephony services without needing intensive on-site hardware and one server runs multiple programs and systems which in line reduces the carbon footprint.</p> <p>This project is a valuable improvement which will benefit the facility and users and work towards future proofing the ongoing and worthwhile initiatives and services for all the community.</p>
Total Project Cost	£3,039.00 - Net
Eligible Capital	£3,039.00
Amount and % of grant requested	Computer, till & telephone integrated system £2,735.10 @ 90%
Match funding	£303.90 Own funds secured
Net	Recreation, Health, Energy Efficiency/sustainability
Officer Comments	<p>All the required Policies have been provided.</p> <p>Provided evidence of contribution to three themes, limited community benefit, with no evidence of need provided from the community, no community consultation.</p>

	<p>Evidence of good governance and successful track record of project delivery, strong management group.</p> <p>There have been numerous near misses with the present system recently as they needed to call an ambulance for a gentleman with a suspected heart attack and struggled to get a signal, the Wi-Fi often falls out which halts all communication and business transactions which impact on the community, WI, meals on wheels, visitors etc.</p>
<p>Economic Benefit/Outputs</p>	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering • Number of individuals into employment • No of community groups/organisations assisted - 1 • Number of social enterprises created - • Number of social enterprises supported - • Number of full-time jobs created - • Number of jobs safeguarded - • New services available - 1 • New community assets - 3 • Public and private leverage funding - £303.90
<p>Panel Recommendation</p>	<p>Award - £2,735.10</p>

Application reference: MYB-23-11

Project Title	Increased Inclusion
Applicant	Dawnswyr Penrhyd
Ward	Llandybie
Project Description/ Community Benefit	<p>The aim of Dawnswyr Penrhyd is to support Children and young people to learn about the culture of Wales, different methods of this include Dance; Singing; reciting and musical instruments.</p> <p>The group are known throughout Wales as competing and winning in the National Urdd Eisteddfod, they also participate in local events which include concerts, street shows and travel across many parts of Wales to participate in charity events and hold charity events themselves.</p> <p>Competing in local and national Eisteddfod's there is additional demand in holding practice sessions to learn new and develop existing skills regarding Welsh culture to perform within these events, therefore venue hire costs have increased.</p> <p>To fulfil the community potential the project would not be able to proceed without financial support, therefore the 2 main elements of this funding application will be, the purchase of new equipment, which includes clogs and traditional Welsh costumes, also venue hire costs.</p>
Total Project Cost	£9,174.00 – Gross
Eligible Revenue	<p>£9,174.00</p> <p>£2,850.00 – Clogs</p> <p>£2,400.00 – Traditional Welsh Clothing</p> <p>£3,924.00 – Venue Hire</p>
Amount and % of grant requested	£7,339.20 @ 80%
Match funding	<p>£1,834.80</p> <p>Williams Brown Hill – secured</p>
Contributing to the themes of the Fund	Recreation & Culture
Officer Comments	<p>Limited number of polices provided.</p> <p>Evidence provided to show the project contributes to two themes.</p> <p>Consultation has been undertaken with parents and guardians, residents and other community groups have been contacted, letters of support have been provided.</p>
Economic Benefit/Outputs	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering - 1 • Number of individuals into employment

	<ul style="list-style-type: none"> • No of community groups/organisations assisted - 1 • Number of social enterprises created - • Number of social enterprises supported - • Number of full-time jobs created - • Number of jobs safeguarded - • Public and private leverage funding - £1,834.80
Panel Recommendation	Award - £7,339.20

Application reference: MYB-23-12

Project Title	Urgent repairs
Applicant	Penybanc Welfare Association
Ward	SARON
Project Description/ Community Benefit	<p>Acoustic ceiling tiles and roof insulation need to be replaced at Penybanc Hall due to a recent infestation of squirrels. A pest control company attended 3 times in 2022 to attend to the issue.</p> <p>The squirrels are thought to have originally entered the premises during the Covid lockdown, when the hall was unattended. The committee has paid a company to extend coverage of inadequate sized weatherboards where the squirrels had access to the roof space, this work should stop future entry.</p> <p>Unfortunately, the squirrels had nested in specific areas and have gnawed through ceiling tiles causing significant damage.</p> <p>Funding is required to purchase materials, including insulation and tiles. Essential works will take approximately 3 weeks to complete.</p>
Total Project Cost	£15,000 – Gross
Eligible Capital	£15,000.00
	£3,000.00 – Hire of skips
	£12,000 – Replacement insulation/ceiling tiles & labour
Amount and % of grant requested	£12,000 @ 80%
Match funding	£3,000.00
	£1,875.00 – Welsh Church fund - applied
	£1,125.00 – Own funds
Contributing to the themes of the Fund	Recreation, Education, Health, Environment, Energy efficiency/sustainability & Culture.
Officer Comments	<p>All the required Policies have been provided.</p> <p>The project contributes to all themes of the fund.</p> <p>Significant Community Benefit to many target groups, with satisfactory evidence of need, with ongoing community consultation undertaken on a regular basis.</p> <p>Evidence of good governance and successful track record of project delivery, strong management group, evidence of financial sustainability in place.</p>

	<p>Currently the hall is losing income, so the work is essential for the long-term sustainability of the hall, which has previously been funded with the support of this funding.</p> <p>They will be able to re-open the hall for parties and events, which has had a negative effect on their rental income and has caused disappointment to potential hirers who had previously returned regularly, following COVID to celebrate at the hall.</p> <p>This funding request would be difficult to source from elsewhere, due to the urgency of the repairs to re-open the facility, due to the income being lost.</p>
<p>Economic Benefit/Outputs</p>	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering -2 • Number of individuals into employment • No of community groups/organisations assisted - 1 • Number of social enterprises created - • Number of social enterprises supported - • Number of full-time jobs created - • Number of jobs safeguarded - • Public and private leverage funding - £3,000
<p>Panel Recommendation</p>	<p>Award - £12,000</p>

Application reference: MYB-23-13

Project Title	Caffi Pafiliwn Penygroes
Applicant	Menter Cwm Gwendraeth Elli
Ward	PENYGROES
Project Description/ Community Benefit	<p>As an organisation, since COVID, have taken over the asset of the Pavilion Community Centre in Penygroes, which includes a hall for community activity and a small community café. They have taken on the asset because of community needs, following consultation on social media linked to the area. So many organisations are using the facility such as Police Cadets, Early Years Integration Team, sports teams, youth organisations, dance groups, mother and toddler groups which support all the themes of this grant.</p> <p>After two years, the community asset is busy morning, afternoon, and evening but with the increase of staffing, food, and running costs, it is difficult. Groups contribute whilst using the venue, but they also feel the same money pressures, whilst we are in this cost-of-living crisis.</p> <p>The grant will be used to support staffing costs and overheads of running the community centre and café, to sustain a successful project which has created a positive impact on so many people's lives in the last two years.</p> <p>Education – a variety of clubs and activities are offered to children, young people. Welsh learners, local sports teams. The school is also near the venue, which means they work together to offer new, innovative educational projects. The project will directly address identified issues, needs and opportunities in a particular community or group of communities, and will demonstrate added value to the local communities through clear objectives and outcomes.</p> <p>All activities meet the needs of other communities in the wider region, contributing to the sustainability of these communities, and will recognise and respond to the diversity and uniqueness of the community.</p>
Total Project Cost	£18,750.00 - Gross
Eligible Revenue	£18,750.00 Café Officer
Amount and % of grant requested	£15,000 @ 80%
Match funding	£3,750.00 Own funds secured

Contributing to the themes of the Fund	Recreation, Education, Health, Environment, Energy efficiency/sustainability & Culture.
Officer comments	<p>All the required Policies have been provided.</p> <p>The project contributes to all themes of the funding.</p> <p>Considerable evidence of need has been provided; community consultation clearly demonstrates the service is needed and a vast number of individuals and groups evidenced the need for the Pavilion to be open, offering a variety of activities. This project improves on so many different aspects, of day-to-day life, such as isolation, mental health, healthy way of living.</p> <p>This funding request is to secure the long-term financial viability of the Centre, which was agreed at the last panel to support only Community Hub's with revenue funding.</p>
Economic Benefit/Outputs	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering - 5 • Number of individuals into employment • No of community groups/organisations assisted - 1 • Number of social enterprises created - • Number of social enterprises supported - • Number of full-time jobs created - • Number of jobs safeguarded - 1 • Public and private leverage funding - £3,750.00
Panel Recommendation	Award - £15,000

Application reference: MYB-23-15

Project Title	Replacement Boiler
Applicant	Mynydd Sion Chapel
Ward	PENYGROES
Project Description/ Community Benefit	<p>Mynydd Sion Chapel has been managed for over 100 years and is widely used by the community other than by chapel members.</p> <p>The building is used by various organisations, on a regular basis for the local community and surrounding area., which include chiropody group sessions, cultural Society, local history association and the Penygroes cancer committee.</p> <p>This project is to replace the existing heating system, which is no longer fit for purpose, and will be replaced with a new energy efficient boiler.</p> <p>The Chapel is an essential part of the community, a valued and well-loved asset, a safe and friendly environment which encourages new friendships and brings people together, facilitating health and mental wellbeing, also encouraging the use of Welsh Language.</p>
Total Project Cost	£7,680.00 - Gross
Eligible Capital	£7,680.00 Replacement boiler
Amount and % of grant requested	£5,760.00 @ 75%
Match funding	£1,920.00 Welsh Church fund - secured
Contributing to the themes of the Fund	Recreation, Education, Health, Environment, Energy Efficiency/Sustainability & Culture.
Officer Comments	<p>All the required Policies have been provided.</p> <p>The Chapel has consulted extensively with all residents and have provided this evidence with the application.</p> <p>The new boiler is essential for the Chapel and will reduce energy consumption.</p>
Economic Benefit/Outputs	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering - 3 • Number of individuals into employment • No of community groups/organisations assisted - 1 • Number of social enterprises created - • Number of social enterprises supported - • Number of full-time jobs created - • Number of jobs safeguarded -

	<ul style="list-style-type: none"> • Number of environmental improvement schemes – 1 • Number of new community assets – 1 • Number of environmental schemes - 1 • Public and private leverage funding - £1,536
Panel Recommendation	Award - £5,760

CABINET MEMBER DECISIONS MEETING FOR REGENERATION, LEISURE, CULTURE & TOURISM

13/12/2023

Cabinet Member:	Portfolio:
Cllr. Hazel Evans	Cabinet Member Decisions Meeting for Regeneration, Leisure, Culture & Tourism

Subject: Welsh Church Fund Applications

Purpose:

To consider applications submitted under the Welsh Church Fund

Recommendations / key decisions required

To approve 2 applications submitted under the Welsh Church Fund:

- Llanddarog Parish Church - £10,000
- Penybanc Welfare Association - £1,875.00

Total - £11,875.00

Reasons:

The Welsh Church Fund is administered by Carmarthenshire County Council's Bureau. Approved projects support the development of sustainable communities within the county.

Directorate: Chief Executives Jason Jones	Designations: Head of Regeneration, Policy & Digital	Tel: 01267 242336 JaJones@carmarthenshire.gov.uk
Report Author: Caroline Owen	Bureau Coordinator	Tel: 01269 590216 Caowen@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed: _____
CABINET MEMBER

DATE:

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
**CABINET MEMBER DECISIONS MEETING FOR REGENERATION, LEISURE,
CULTURE & TOURISM**
13/12/2023

SUBJECT

Welsh Church Fund Applications

SUMMARY OF PURPOSE OF REPORT

Purpose

To consider applications submitted under the Welsh Church Fund

Background

Carmarthenshire County Council has established the following criteria to aid the administration of the Welsh Church Fund under section 19 of the Welsh Church Act 1914.

Eligible to apply

- Churches & Chapels
- Organisations
- Individuals
- Informally or formally constituted consortia working on a particular project can also apply. All the organisations involved in an informal consortium must be eligible and must provide a copy of their constitution or governing document. The application form should be completed by the lead organisation that will be legally responsible for the grant and will receive the funding, should the application be successful.

Organisations must be either Carmarthenshire based, or if of a national or regional character must be able to demonstrate that the money requested would be used for a specific Carmarthenshire based project.

The Welsh Church fund supports projects that address one of the following themes:

- Advancement of education
- Libraries, museums, art galleries, etc.
- Relief of poverty
- Advancement of religion
- Other themes that benefit the local community

The Bureau accepts applications on a rolling basis. All projects must be delivered within Carmarthenshire.

Recommendation:

2 Applications have been received and assessed by the internal Grants Panel and have been recommended for approval:

- Llanddarog Parish Church - £10,000
- Penybanc Welfare Association - £1,875.00

Please see Annex 1 for further details.

OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

The option of not approving these projects in whole or part is open to Cabinet Member. However non approval will mean that local communities will lose out on the opportunities identified.

DETAILED REPORT ATTACHED	No
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: Jason Jones

Head of Regeneration, Policy & Digital

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	YES	NONE	NONE	NONE	NONE

1. Policy and Crime & Disorder

The Welsh Church Fund complements other funding streams being delivered by Carmarthenshire County Council and other external funders which increases investment into the area.

The Bureau is satisfied that the grant award recommendations are in line with published policy and strategic direction of the authority, in particular the Corporate Strategy and Well-being Objectives. The grant awards will also support the Authority's Vision Statement by Making our communities and environment, healthy, safe and prosperous places to live.

2. Legal

All applicants will be issued with grant agreement letters which will set out the terms and conditions of the grant.

3. Finance

The Bureau is satisfied there is sufficient budget available in 2023/24 to support the proposed recommendations.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below.

Signed: Jason Jones

Head of Regeneration, Policy & Digital

1. Scrutiny Committee – N/A

2. Local Member(s) – Cllr. Ann Davies and Cllr. Karen Davies are fully supportive

2. Community / Town Council - as per as per Annex 1

3. Relevant Partners - as per as per Annex 1

4. Staff Side Representatives and other Organisations - as per as per Annex 1

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Welsh Church Fund	WCF-23-07 WCF-23-10	County Hall, Carmarthen. SA31 1JP

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Welsh Church Fund

2023-2024

Report Author: Caroline Owen

CAOwen@carmarthenshire.gov.uk

Tel: 01269 590216

Budget Available - £56,644.59

Full Report Value: £11,875.00

1 of 2

Application reference: WCF-23-07

Project Title	External & Internal Fabric Improvements
Applicant	Llanddarog Parish Church
Ward	LLANDDAROG
Project Description/ Community Benefit	<p>St Twrog's Church, Llanddarog is a well-known landmark for visitors who have travelled through West Wales. Its position and visibility on a hill overlooking the A48 trunk road means that it dominates the skyline by day and night, courtesy of floodlighting. The existing structure is a Grade II listed building, built in the 1850s on the site of a previous church, and designed by the architect R K Penson. The uniqueness of the building, created by the spire-tower, some one hundred feet in height, which is a single structure built of sandstone.</p> <p>The Church is owned by the Church in Wales, but the church members, principally the Church Committee, are fully responsible for its upkeep. Only with Church in Wales approval can the project move forward with any works on the building, which has been sought and approved.</p> <p>The church is well known throughout the Diocese as a 'living' church, utilised, throughout the week and raising significant amounts for charities, not just in the church, but also through many of the community events held. There are two services on most Sundays, usually one in Welsh and the other in English, and one bilingual service a month, every other Tuesday morning in school term time a bilingual service held, also several other services.</p> <p>The improvements will include, minor roof slate repairs, the provision of lead DPC's under the copings of the four easternmost gables, localised repointing and stone repairs, the replacing of discoloured polycarbonate window guards with new stainless-steel powder coated black guards. The replacement of plastic rainwater goods with new cast iron RWG⁹s. The provision of an improved steps arrangement to the vestry and Internal redecoration. Repair of a section of the churchyard boundary wall which is being compromised by the large tree next to it. Internal redecoration including removal of plaster in places and re-plastering, as necessary.</p> <p>The need for these repairs is to reduce water ingress and dampness, with internal redecoration as necessary to avoid fabric deterioration,</p>

	<p>also enhancing the church to encourage further participation of the community it serves.</p> <p>The Church Committee consists of 19 members, who are responsible for future maintenance and liability of the project and will continue to hold events to raise money as an when necessary to ensure sufficient funds are available for the day-to-day maintenance.</p>
<p>Total Project Cost</p> <p>Eligible Capital</p> <p>Amount and % of grant requested</p> <p>Match funding</p>	<p>£166,284 – Gross</p> <p>£166,284.00</p> <p>£23,850.00 – General preliminaries, H&S £97,944 – External fabric repairs £10,158.00 – Churchyard boundary works £24,540 – Internal works £5,292.00 – Nave truss repairs £3,600 – Completion of works & contingency</p> <p>£10,000 Maximum award</p> <p>£156,284.00</p> <p>Trust own funds secured of £93k, also £62k in a reserve fund, ongoing fundraising, also applying to other external funders, to maintain the reserve fund.</p>
Officer Comments	<p>All the required supporting evidence has been provided including:</p> <ul style="list-style-type: none"> • Listed building consent • Tender documents <p>The Chapel has consulted extensively with all residents and relevant parties, have provided this evidence with the application.</p> <p>Fully supported by Ward Member – Cllr. Ann Davies</p>
Economic Benefit/Outputs	<ul style="list-style-type: none"> • Number of individuals into training/education - 0 • Number of individuals into volunteering - 19 • Number of individuals into employment - 0 • No of community groups/organisations assisted - 1 • Number of social enterprises created - 0 • Number of social enterprises supported - 0 • Number of full-time jobs created - 0 • Number of jobs safeguarded - 0 • Number of physical improvements – 5 • Public and private leverage funding - £156,284.00
Recommendation	Award - £10,000

Application reference: WCF-23-10

Project Title	Urgent repairs
Applicant	Penybanc Welfare Association
Ward	SARON
Project Description/ Community Benefit	<p>Acoustic ceiling tiles and roof insulation need to be replaced at Penybanc Hall due to a recent infestation of squirrels. A pest control company attended 3 times in 2022 to attend to the issue.</p> <p>The squirrels are thought to have originally entered the premises during the Covid lockdown, when the hall was unattended. The committee has paid a company to extend coverage of inadequate sized weatherboards where the squirrels had access to the roof space, this work should stop future entry.</p> <p>Unfortunately, the squirrels had nested in specific areas and have gnawed through ceiling tiles causing significant damage.</p> <p>Funding is required to purchase materials, including insulation and tiles. Essential works will take approximately 3 weeks to complete.</p>
Total Project Cost	£15,000 – Gross
Eligible Capital	£15,000.00
	£3,000.00 – Hire of skips
	£12,000 – Replacement insulation/ceiling tiles & labour
Amount and % of grant requested	£1,875.00 @ 12.5%
Match funding	£13,125.00
	£12,000 – Mynydd y Betws Wind Farm Community Benefit Fund - secured
	£1,125.00 – Own funds
Contributing to the themes of the Fund	Recreation, Education, Health, Environment, Energy efficiency/sustainability & Culture.
Officer Comments	<p>All the required Policies have been provided.</p> <p>The project contributes to all themes of the fund.</p> <p>Significant Community Benefit to many target groups, with satisfactory evidence of need, with ongoing community consultation undertaken on a regular basis.</p> <p>Evidence of good governance and successful track record of project delivery, strong management group, evidence of financial sustainability in place.</p>

	<p>Currently the hall is losing income, so the work is essential for the long-term sustainability of the hall, which has previously been funded with the support of this funding.</p> <p>They will be able to re-open the hall for parties and events, which has had a negative effect on their rental income and has caused disappointment to potential hirers who had previously returned regularly, following COVID to celebrate at the hall.</p> <p>This funding request would be difficult to source from elsewhere, due to the urgency of the repairs to re-open the facility, due to the income being lost.</p>
<p>Economic Benefit/Outputs</p>	<ul style="list-style-type: none"> • Number of individuals into training/education - 0 • Number of individuals into volunteering - 2 • Number of individuals into employment - 0 • No of community groups/organisations assisted - 1 • Number of social enterprises created - 0 • Number of social enterprises supported - 0 • Number of full-time jobs created - 0 • Number of jobs safeguarded - 0 • Public and private leverage funding - £3,000
<p>Recommendation</p>	<p>Award - £1,875.00</p>

CABINET MEMBER DECISIONS MEETING FOR REGENERATION, LEISURE, CULTURE AND TOURISM DATE 13.12.2023

Cabinet Member:	Portfolio:	
Cllr. Hazel Evans	Cabinet Member Decisions Meeting for Regeneration, Leisure, Culture and Tourism	
Ten Towns Programme (Revenue fund)		
Purpose: To consider an application seeking financial assistance from the Ten Towns Revenue Fund		
Recommendations / key decisions required: To approve 1 application submitted as part of the Ten Towns revenue fund:		
Applicant: CETMA Project name: Caru Cydweli Grant Requested: £10,000		
Reasons: To support the economic opportunities identified as part of extensive community consultation and discussion with key stakeholders that will provide economic and social benefit to the County's rural market towns.		
Directorate Name of Head of Service: Jason Jones Report Author: Mared Pemberton	Designations Head of Regeneration, Policy and Digital Rural Programmes Co-ordinator	Jason Jones Tel: 01267 242 336 JaJones@carmarthenshire.gov.uk Mared Pemberton Tel: 07812475386 MEPemberton@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed:

DATE: _____

CABINET MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
CABINET MEMBER DECISIONS MEETING FOR
REGENERATION, LEISURE, CULTURE and TOURISM

DATE 13.12.2023

Ten Towns Programme (Revenue fund)

Purpose:

To consider an application submitted as part of the Ten Towns revenue fund.

Background

The aim of the Ten Towns Programme is to increase the resilience and future growth of Carmarthenshire's rural market towns and their surrounding areas.

The Authority has committed £1m capital funding to support the respective towns to take forward some of the capital aspirations identified within their economic growth plans. To complement the capital projects, further revenue funding has been secured from the UK Government's Shared Prosperity Fund as part of the Rural Anchor.

Each town has been given the opportunity to apply for revenue funding of up to £20,000 to be delivered before the end of December 2024.

The Growth Plan Team for Kidwelly decided that the funding should be allocated to two projects. The initial project is to scope the feasibility of developing an active travel connection between the Carmarthen Bay Holiday Park and the town centre. Funding of £10,000 has already been approved by Cabinet Member for this proposal.

In order to identify additional ideas, the Growth Plan Team for Kidwelly decided to open up a call for applications from local organisations. Two project ideas were submitted as part of the process. In order to gauge local support, the local community were given an opportunity to identify their preferred project. The application being considered received most support from the community and has therefore been approved by the Growth Plan Team as their priority project.

The application has been assessed by an internal funding panel before being presented to Cabinet member for final decision.

Application for consideration:

Applicant: **CETMA**
Project name: **Caru Cydweli**
Grant Requested: **£10,000**

Funding is being sought to appoint an officer whose role will be to develop and co-ordinate a number of Summer events that will maximise Kidwelly's tourist potential and build community cohesion. The initiative will encourage and support other groups and businesses to create their own events in the town under the Caru Cydweli brand which will be developed as part of the project.

The project will be delivered in partnership with local accommodation providers, shops, and local businesses to maximise Kidwelly's potential.

The outcome of the project will be a series of events throughout the Summer period which are developed with both community and town businesses' input and assessed in terms of their economic impact of the town.

Post funding, the Caru Cydweli brand and activities will continue and be further developed by the partners and stakeholders involved in this project.

Project Delivery timeline

The project will begin as soon as fully approved starting with a recruitment process for this new role. Project must be completed by end of December 2024 in line with the Shared Prosperity funding period.

Outputs to be achieved

Number of local events or activities supported	6
Number of volunteering opportunities supported	8
Number of people reached	500
Increased visitor numbers	1000

Recommendation

To approve a grant request of £10,000 from the Ten Towns revenue fund.

OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

The option of not approving this project in whole or part is open to Cabinet Member. However non approval will mean that the town will lose out from the economic benefits that will be created as part of the project.

DETAILED REPORT ATTACHED

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **Jason Jones** **Head of Regeneration, Policy and Digital**

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	YES	NO	YES	NO	NO

Policy, Crime and Disorder

The 10 towns programme provides an opportunity for rural market towns to create new economic benefit and opportunities developed as a recommendation from the Moving Rural Carmarthenshire Forward Plan.

The above is aligned with the county's existing strategies and plans including the Local Investment Plan for Carmarthenshire, Economic Recovery Plan, Local Innovation Strategy, Wellbeing Assessment, and the South-West Wales Regional Economic Delivery Plan and Corporate Strategy. The project will also deliver against the Authority's Vision Statement which identifies the Ten Towns initiative as a key priority in 'Making our communities and environment, healthy, safe and prosperous' places to live.

The Programme will support the objectives of the Wellbeing & Future Generations Act by targeting interventions which aim to ensure that the Welsh speaking communities of the County remain vibrant and sustainable communities.

Legal

Terms and Conditions will be issued to the applicant which have been verified by CCC legal department.

Finance

This fund is made available as part of the 10 towns programme with funding secured from the UK Government Shared Prosperity Fund as part of the Rural Anchor. A budget of £200,000 is available for the delivery of this fund which equates to £20,000 per town.

Risk Management Issues

A programme level risk management process will be followed to ensure that risk is assessed and managed at all levels.

A key risk is the short delivery timeframe of SPF with all 3rd party grants required to be financially completed by the end of December 2024.

At a project level, a risk register will be maintained together with appropriate mitigation measures. The Rural Anchor Team who are responsible for administering both funds will closely monitor progress of the project individual awards. Where a lack of progress is being made, applicants will need to provide clarification as to how they will be able to deliver against the original approved amount. As a last resort this may mean suspension of a project mid delivery.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason Jones

Designation: Head of Regeneration, Policy and Digital

1. Local Member(s) – Cllr Crish Davies and Cllr Lewis Eldred Davies, have been consulted on an on-going basis as part of the growth plan team meetings and are supportive of the projects.

2. Community / Town Council - On-going consultation with the relevant Town Council in the development of the proposals.

3. Relevant Partners - Members of the established growth plan team which consists of key stakeholders from public, private and third sector.

4. Staff Side Representatives and other Organisations n/a

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
10 Towns REVENUE CETMA		County Hall

CABINET MEMBER DECISIONS MEETING FOR REGENERATION, LEISURE, CULTURE AND TOURISM DATE: 13TH DECEMBER 2023

Cabinet Member:	Portfolio:	
Cllr. Hazel Evans	Cabinet Member Decisions Meeting for Regeneration, Leisure, Culture and Tourism	
Ten Towns Capital Fund		
Purpose		
To consider an application for funding by Llandovery Town Council as part of the Ten Towns Programme. The aim of the Ten Towns Programme is to increase the resilience and future growth of Carmarthenshire’s rural market towns and their surrounding areas.		
Recommendations / key decisions required:		
To approve 1 application submitted as part of the Ten Towns programme on behalf of the Economic Growth Plan Team in Llandovery:		
Applicant:	Llandovery Town Council	
Project name:	Llandovery Market Square Development	
Grant requested:	£19,272	
Reasons:		
To support the economic opportunities identified as part of extensive community consultation and discussion with key stakeholders that will provide economic and social benefit to the County’s rural market towns.		
Directorate	Designations	Jason Jones
Name of Head of Service: Jason Jones	Head of Regeneration, Policy and Digital	Tel: 01267 242 336 JaJones@carmarthenshire.gov.uk
Report Author: Mared Pemberton	Rural Programmes Co-ordinator	Mared Pemberton Tel: 07812475386 MEPemberton@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed:

DATE: _____

CABINET MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY

CABINET MEMBER DECISIONS MEETING FOR REGENERATION, LEISURE, CULTURE AND TOURISM

DATE: 13TH DECEMBER 2023

Ten Towns Programme Capital Fund

Purpose

To consider an application for funding submitted as part of the Ten Towns Programme.

Background

The aim of the Ten Towns Programme is to increase the resilience and future growth of Carmarthenshire's rural market towns and their surrounding areas.

The Authority has committed £1m capital funding to support the respective towns to take forward some of the capital aspirations identified within their economic growth plans. This was approved by Executive Board on 21st June 2021. Subsequently, further funding has been secured via the Shared Prosperity Fund Rural Anchor Programme to support the realisation of the town's priority projects.

Llandovery Town Council has already received Cabinet Member approval in April 2023 for phase 1 of their Ten Towns project which included enhancements to the castle as well as new historic interpretation panels in the area, creating new town trails. This project is near completion.

This application is for the second and final phase of their Ten Towns project which aims to further enhance the tourism appeal of the town which is a key priority for the town. This application has been submitted following a community consultation which was supportive of the proposal.

The application has been assessed and considered by the internal capital funding panel before being presented to Cabinet member for final decision.

Application for consideration:

Applicant:	Llandovery Town Council
Project name:	Llandovery Market Square Development
Total project costs:	£19,272
Amount Requested:	£19,272

Llandovery Town Council are the lead applicant for the development of the Ten Towns project in Llandovery.

With the growth plan prioritising a suite of tourism-based enhancement projects, this project will see 3 canopies erected in the Market Square which will create a new outdoor seating area to increase dwell time and provide a suitable event space in the town.

Building on the success of utilising the square as a social gathering and events space during the Urdd Eisteddfod in May 2023, the bilingually branded canopies will also compliment the newly created produce market that has been supported through the Ten Towns revenue fund.

The project will further enhance the town’s offering by supporting other events throughout the year such as the Sheep and Wool Festival which is held in the Market Square. The outdoor seating area will also support local businesses by enabling local pubs and eateries to offer outdoor dining opportunities for visitors.

The Town Council as lead applicant will be responsible for these new assets and have secured a safe storage space for the furniture and will be responsible for ensuring compliance with licensing agreements. Positive discussions have already been held with the Authority’s licensing officer and an application has been submitted for a street vendor licence. Planning permission will not be required for the project.

Project Delivery timeline

The project will begin as soon as full approval is granted. Project must be fully complete by end of December 2024 in line with Shared Prosperity Funding period.

Outputs to be achieved

Number of local events or activities supported	10 per annum
Number of businesses indirectly supported	13
M2 of outdoor space created for dining/events/markets/ parking	200 m2
Number of tourism initiatives supported	1
Increase number of visitors	1000 per annum

Recommendation

To approve a grant request of **£19,272** from the Ten Towns Capital Shared Prosperity Fund. The offer will be subject to street vendor licence permissions being granted.

2. OTHER OPTIONS AVAILABLE

The option of not approving this project in whole or part is open to Cabinet Member. However non approval will mean that the town will lose out from the economic benefits that will be created as part of the project.

DETAILED REPORT ATTACHED	NO
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **Jason Jones** **Head of Regeneration, Policy and Digital**

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	YES	NO	YES	NO	NO

Policy, Crime and Disorder

The Ten Towns programme provides an opportunity for rural market towns to create new economic benefit and opportunities developed as a recommendation from the Moving Rural Carmarthenshire Forward Plan.

The above is aligned with the county's existing strategies and plans including the Economic Recovery Plan, Local Innovation Strategy, Wellbeing Assessment, and the South West Wales Regional Economic Delivery Plan and Corporate Strategy.

The project will also deliver against the Authority's Vision Statement which identifies the Ten Towns initiative as a key priority in 'Making our communities and environment, healthy, safe and prosperous' places to live.

The Programme will support the objectives of the Wellbeing & Future Generations Act by targeting interventions which aim to ensure that the Welsh speaking communities of the County remain vibrant and sustainable communities.

Legal

Terms and Conditions will be issued to the applicant which have been verified by the Authority's legal team. Legal charges will be placed on assets in line with CCC Third party procedures for grant support over £25,000.

Finance

Funding has been secured via the Ten Towns programme which is funded by Carmarthenshire County Council capital funds. Additional funding has also been secured via the UK Government's Shared Prosperity Fund as part of the Rural Anchor.

Risk Management Issues

At a project level, a risk register will be maintained together with appropriate mitigation measures. The Rural Anchor Team who are responsible for administering the funds will closely

monitor progress of the project individual awards. Where a lack of progress is being made, applicants will need to provide clarification as to how they will be able to deliver against the original approved amount. As a last resort this may mean suspension of a project mid delivery.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason Jones

Designation: Head of Regeneration, Policy and Digital

1. Local Member(s) – Elected Members Cllr Handel Davies have been consulted on an on-going basis as part of the growth plan team meetings and is supportive of the project.

2. Community / Town Council - On-going consultation with the relevant Town Council in the development of the proposals.

3. Relevant Partners - Members of the established growth plan team which includes key stakeholders from public, private and third sector organisations.

4. Staff Side Representatives and other Organisations

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
10 towns Llandovery		County Hall

Agenda Item 9

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Document is Restricted

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