



## Cyngor Tref Llangollen Town Council

15.07.2020

Annwyl Gynghorwyr.

Dear Councilors.

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Cyngor Tref, a gynhelir **Dydd Mawrth 21<sup>st</sup> Mehefin 2020 am 6.00 pm**, er mwyn trosi'r busnes a nodir yn yr agenda isod.

Notice is hereby given of a video conference meeting of Town Council, which will be held on **Tuesday 21<sup>st</sup> July 2020 at 6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Members of the Town Council are hereby summoned to attend.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys.

A summary of correspondence items and miscellaneous publications received since the last meetings are included.

Mae'r cyfarfodydd ar agor i'r wasg a'r cyhoedd ac os ydych am gael y ddolen i gael mynediad i'r cyfarfod ar-lein, cysylltwch â Chlerc y Dref trwy e-bostio  
[townclerk@llangollentowncouncil.gov.uk](mailto:townclerk@llangollentowncouncil.gov.uk)

The meeting is open to the press and public and if you wish to be provided with the link to access the meeting online please contact the Town Clerk by emailing  
[townclerk@llangollentowncouncil.gov.uk](mailto:townclerk@llangollentowncouncil.gov.uk)

Yn gywir,  
*Yours faithfully,*

Gareth Thomas

Clerc y Dref a'r Swyddog Ariannol Cyfrifol.  
*Town Clerk and Responsible Financial Officer.*

**Cyngor Tref Llangollen.**

**Llangollen Town Council.**

**Agenda.  
21.07.2020.**

- |   |  |
|---|--|
| <p><b>1. Cyhoeddiadau Faer y Dref.</b><br/>I derbyn cyhoeddiadau gan Faer y Dref.</p>   | <p><b>Mayors Announcements.</b><br/>To receive announcements from the Town Mayor.</p>  |
| <p><b>2. Ymddiheuriadau am absenoldeb.</b><br/>I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb.</p>   | <p><b>Apologies for absence.</b><br/>To receive, consider and accept apologies for absence.</p>  |
| <p><b>3. Datganiadau gan y cyhoedd.</b><br/>I dderbyn datganiadau oddiwrth y cyhoedd.</p>   | <p><b>Statements from the public.</b><br/>To receive statements from the public.</p>   |
| <p><b>4. Cyflwyniadau.</b><br/>I dderbyn cyflwyniadau gan gyrff allanol.<br/>a) Heddlu Gogledd Cymru.</p>   | <p><b>Presentations.</b><br/>To receive presentations from outside bodies.<br/>a) North Wales Police.</p>  |
| <p><b>5. Datganiadau o Fuddiant.</b><br/>I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.</p>  | <p><b>Declaration of Interest.</b><br/>To receive any known declarations of interest in items on the agenda.</p>   |
| <p><b>6. Cofnodion Cyfarfod.</b><br/>Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfod blaenorol Cyngor y Dref a gynhaliwyd ar 26/05/2020, fel cofnod cywir.</p>   | <p><b>Minutes Meeting.</b><br/>To authorise the Chairman to sign the minutes of the previous meeting of the Town Council held on the 26/05/20, as a correct record.</p>  |
| <p><b>7. Cofnodion cyfarfodydd y Pwyllgor.</b><br/>a) Derbyn cofnodion y Pwyllgor Rheoli Asedau a gynhaliwyd 17.03.2020.<br/>b) Derbyn cofnodion cyfarfod diwethaf Pwyllgor cittaslow a gynhaliwyd ar 20.02.2020 ac yn penderfynu pa gamau sydd i'w cymryd, os o gwbl</p> | <p><b>Minutes of Committee Meetings.</b><br/>a) To receive the minutes of the Asset Management Committee held 17.03.2020.<br/>b) To receive the minutes of the last meeting of the Cittaslow Committee held on 20.02.2020 and determines what action, if any, to be taken.</p> <p><del>To approve the minutes of the Cittaslow Committee meeting held on 14<sup>th</sup> May 2019.</del><br/><del>To receive the minutes of the Human Resources Committee held 7<sup>th</sup> February 2019.</del></p> |
| <p><b>8. Adroddiadau Ariannol.</b><br/>I ystyried materion ariannol a gwneud</p>  | <p><b>Financial Reports.</b><br/>To consider financial matters and make any</p>  |

unrhyw benderfyniadau angenrheidiol arno.

- a) Datganiadau ariannol.
- b) Daliadau awdurdodedig.

**9. Ceisiadau Cynllunio.**

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.

**03/2019/0955**

Neuadd Pengwern, Pengwern.

Tynnu wal allanol i'r estyniad ar oled presennol a chodi pileri mewnol i ffurfio feranda. Ffurio agoriad drws allanol yn lle'r ffenestr bresennol. Tynnu waliau mewnol i ffurfio cynllun arall ar y llawr gwaelod a'r ail lawr. Gosod ffenestri newydd, tirlunio a gwaith cysylltiedig (Cais Adeilad Rhestredig).

**03/2019/1075**

Maes parcio Pafiliwn Llangollen Ffordd yr Abaty.  
Codi 7 annedd, creu mynediadau, tirlunio a gwaith cysylltiedig.

**03/2020/0347**

Hollytops, Fron Bache.

Codi estyniadau ac addasiadau i annedd bresennol.

**10. Gohebiaeth Cynllunio.**

I ystyried gohebiaeth chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

**10. Tystysgrifau Penderfyniad.**

I nodi tystysgrifau o'r penderfyniad a dderbyniwyd gan Adran Gynllunio Cyngor Sir Ddinbych a dderbyniwyd ers y cyfarfod diwethaf.

**03/2020/0262**

Safle Mwynderau Dinesig Llangollen.

Manylion dylunio ac adeiladu troetffordd, arhosfa'n bysiau, trac mynediad, draeniau

necessary decisions thereon.

- a) Financial Statements.
- b) Authorised Payments.

**Planning Applications.**

To consider planning applications referred to the Council and make any necessary decisions thereon.

**03/2019/0955**

Pengwern Hall/ Pengwern.

Removal of external wall to existing lean-to extension and erection of internal pillars to form veranda. Replace the existing window with an external door opening. Removal of internal walls to form a second floor and second floor layout. Replacement windows, landscaping and associated works (Listed Building Application)

**03/2019/1075**

Car Park Llangollen Pavilion Abbey Road.

Erection of 7 dwellings, creation of accesses, landscaping and associated works.

**03/2020/0347**

Hollytops, Fron Bache.

Erection of extensions and alterations to existing dwelling.

**Planning Correspondence.**

To consider planning related correspondence received and to make any necessary decisions thereon.

**Certificates of Decision.**

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

**03/2020/0262**

Llangollen Civic Amenity Site.

Details of design and construction of footway, bus stop, access track, drainage and

a gwaith priffyrdd cysylltiedig a gyflwynwyd yn unol ag amod 3 o'r caniatâd cynllunio ar gyfer parc poced, a ganiatwyd o dan gais rhif 03/2017/0467 Safle Mwynderau Dinesig Llangollen.

Penderfyniad: Caniatáu.

### **03/2020/0278**

Safle Mwynderau Dinesig Llangollen.

Manylion am: asesiad risg halogiad, ymchwiliad safle, adroddiad dilysu a monitro, cynnal a chadw a chamau wrth gefn, a gyflwynwyd yn unol ag amodau 6, 7 ac 8 o ganiatâd cynllunio ar gyfer parc poced, a ganiatwyd o dan gais cynllunio 03/2017/0467

Penderfyniad: Caniatáu.

### **11. Adroddiadau Clerc y Dref.**

I dderbyn a adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.

- a) Swydd Wag.
- b) Trafnidiaeth gynaliadwy leol i Covid-19: cynigion ar gyfer Llangollen
- c) Pwyllgor Cittaslow.

### **12. Gohebiaeth.**

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

#### **Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Adroddiad Atodol - yr egwyddorion sy'n ymwneud ag ad-dalu costau gofal Gweithredoedd.**

Roedd yr ymatebion yn cefnogi'r egwyddorion a ddisgrifiwyd yn yr adroddiad, ac roedd nifer o bobl wedi croesawu'r eglurder yr oedd yr egwyddorion hynny yn ei ddarparu. O ganlyniad, mae'r Panel wedi penderfynu cyhoeddi'r Adroddiad

associated highway works, submitted in accordance with condition 3 of planning permission for pocket park, granted under code number 03/2017/0467 Llangollen Civic Amenity Site.

Decision: Approve.

### **03/2020/0278**

Llangollen Civic Amenity Site.

Details of contamination risk assessment, site investigation, verification report and monitoring, maintenance and contingency actions, submitted in accordance with conditions 6,7 and 8 of planning permission for pocket park, granted under code number 03/2017/0467/PF

Decision: Approve.

### **Town Clerk's Reports.**

To receive reports submitted to the Town Clerk and considered the recommendations therein.

- a) Casual Vacancy.
- b) Local Sustainable Transport response to Covid-19: Proposals for Llangollen.
- c) Cittaslow Committee.

### **Correspondence.**

To consider correspondence received and to make any necessary decisions thereon.

#### **Independent Remuneration Panel for Wales - Supplementary Report – the principles relating to the reimbursement of costs of care**

The responses were supportive of the principles set out in the Report and several welcomed the clarification that these provided.

Consequently, the Panel has decided to issue the final Report without amendment. The Report will be effective from 1st July

terfynol heb unrhyw ddiwygiadau. Bydd yr Adroddiad mewn grym o 1 Gorffennaf 2020

Gweithredoedd.  
Sylwch weithredoedd y Panel.

### **Y Gweinidog Tai a Llywodraeth Leol. Llywodraeth Cymru.**

Mae ein gwerthoedd yn parhau, ond bydd angen i ni fod yn ddi-ofn ac yn radical wrth gweithredu lens y realiti ôl-Covid newydd i'n polisiau sefydledig. Ni fydd nifer o'r pethau sydd wedi gweithio yn y gorffennol bellach yn addas i'r diben. Bydd angen i ni ddangos hyblygrwydd a dychymyg wrth werthuso ein dulliau cyfredol ac wrth ddatblygu rhai newydd. Dyna pam, yn ogystal â thynnu ar feddwl o fewn y Llywodraeth, rydym hefyd yn benderfynol i edrych y tu allan am her i'n ffyrdd sefydledig o feddwl ac am ysbrydoliaeth ffres.

Rydym yn ymestyn gwahoddiad i bobl yng Nghymru i anfon eu meddylion atom ar sut y dylwn gefnogi adferiad ac ailadeiladu ôl-Covid yn y dyfodol yng Nghymru.

Mae gennym gyfeiriad e-bost pwrpasol – [cymrueindyfodol@llyw.cymru](mailto:cymrueindyfodol@llyw.cymru) - a hoffwn glywed eich meddylion ar sut y gallwn lunio ein dyfodol yng Nghymru Hoffwn glywed gan y bobl yng Nghymru am yr hyn sy'n wirioneddol bwysig ac am lle y dylem ganolbwyntio ein hymdrechion adferiad.

Rydym yn gofyn i bobl anelu at wneud hynny erbyn diwedd mis Gorffennaf.

Gweithredoedd.  
Aelodau i hysbysu Clerc y Dref os ydynt am wneud sylwadau.

### **13. Adroddiadau.**

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.

2020.

Actions.  
Note the actions of the panel.

### **Minister for Housing and Local Government, Welsh Government.**

Our values remain the same, but we will need to be fearless and radical in applying to our established policies the lens of the new post-Covid realities. Many of the things that have worked in the past will no longer be fit for purpose. We will need to show flexibility and imagination in appraising our current approaches and in developing new ones. That is why as well as drawing on thinking from within the Government, we are also determined to look outside for challenge to our established ways of thinking and for fresh inspiration.

We are issuing an invitation to people in Wales to send us their thoughts on how we should support future post-Covid recovery and reconstruction in Wales.

We have a dedicated email address – [ourfuturewales@gov.wales](mailto:ourfuturewales@gov.wales) – and would like to hear your thoughts on how we can shape our future Wales.

We would like to hear from the people in Wales about what really matters, about where we should focus our efforts on recovery.

We are asking people to aim to do that by the end of July.

Actions.  
Members to inform Town Clerk if they wish to comment.

### **Reports.**

To receive reports submitted to the Town Council and determine what action, if any, to be taken.

**Adroddiadau a anylion ariannol**

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.

**Reports and financial details**

Reports and financial details are working documents and are therefore not translated.

Financial statement.

Period 4

Expenditure

Function	Cost Centre	Annual Budget	Budget to date	Spend to Date	Variance	Balance
Human Resources	LTC 1	£23,000.00	£7,666.67	£5,028.63	£2,638.04	£17,971.37
	LTC02	£10,500.00	£3,500.00	£2,577.90	£922.10	£7,922.10
	HMRC	£14,500.00	£4,833.33	£8,967.14	<b>-£4,133.81</b>	£5,532.86
	Pension	£1,750.00	£583.33	£230.21	£353.12	£1,519.79
	Payroll	£440.00	£146.67	£0.00	£146.67	£440.00
	Staff Training	£1,500.00	£500.00	£0.00	£500.00	£1,500.00
	Subscriptions	£1,000.00	£333.33	£204.00	£129.33	£796.00
Administration	Audit	£1,000.00	£333.33	£580.00	<b>-£246.67</b>	£420.00
	Fees & Charges	£1,030.00	£343.33	£973.20	<b>-£629.87</b>	£56.80
	Health & Safety	£1,500.00	£500.00	£0.00	£500.00	£1,500.00
	Insurance	£2,300.00	£766.67	£1,759.85	<b>-£993.18</b>	£540.15
	Licensing	£550.00	£183.33	£180.00	£3.33	£370.00
	NNDR	£11,500.00	£3,833.33	£3,288.50	£544.83	£8,211.50
Cost of Democracy	Civic Costs	£2,340.00	£780.00	£19.15	£760.85	£33.00
	Civic Events	£1,500.00	£500.00	£0.00	£500.00	£33.00
	Election Expenses	£500.00	£166.67	£0.00	£166.67	£500.00
	Mayors Allowance	£500.00	£166.67	£0.00	£166.67	£500.00
	Members Payments	£2,000.00	£666.67	£360.00	£306.67	£1,640.00
	Member Training	£815.00	£271.67	£0.00	£271.67	£815.00
	Translation costs	£1,700.00	£566.67	£140.00	£426.67	£1,560.00
Office costs	Computer hardware	£1,500.00	£500.00	£401.00	£99.00	£1,099.00
	Cloud services	£1,470.00	£490.00	£470.80	£19.20	£999.20
	Office supplies	£1,000.00	£333.33	£250.21	£83.12	£749.79
	Photocopier Rental	£1,200.00	£400.00	£259.92	£140.08	£940.08
	Photocopying Usage	£2,000.00	£666.67	£98.01	£568.66	£1,901.99
	Telephone	£950.00	£316.67	£224.32	£92.35	£725.68
Community Support	Cittaslow	£3,550.00	£1,183.33	£0.00	£1,183.33	£3,550.00
	Community Grants	£4,000.00	£1,333.33	£0.00	£1,333.33	£4,000.00
	Donations	£8,000.00	£2,666.67	£5,000.00	<b>-£2,333.33</b>	£3,000.00
Asset Management	CCTV	£1,700.00	£566.67	£0.00	£566.67	£1,700.00
	Christmas Lighting	£9,000.00	£3,000.00	£0.00	£3,000.00	£9,000.00
	Cleaning	£2,600.00	£866.67	£197.86	£668.81	£2,402.14
	Electric	£6,000.00	£2,000.00	£684.27	£1,315.73	£5,315.73
	Equipment	£2,000.00	£666.67	£0.00	£666.67	£2,000.00
	Gas	£5,500.00	£1,833.33	£4,716.08	<b>-£2,882.75</b>	£783.92
	Grounds Maint	£12,500.00	£4,166.67	£2,755.50	£1,411.17	£9,744.50
	Projects	£56,420.00	£18,806.67	£33,066.15	<b>-£14,259.48</b>	£23,353.85
	Waste Management	£1,700.00	£566.67	£624.00	<b>-£57.33</b>	£1,076.00
	Water Charges	£2,000.00	£666.67	£624.00	£42.67	£1,376.00
Capital financing	Loan Repayments	£2,950.00	£983.33	£1,444.43	<b>-£461.10</b>	£1,505.57

Repairs and Renewals	£11,000.00	£3,666.67	£300.00	£3,366.67	£10,700.00
Cont. to reserves	£550.00	£183.33	£0.00	£183.33	£550.00
Covid 19	£0.00	£0.00	£5,483.49	-£5,483.49	-£5,483.49
<b>Total Expenditure</b>	<b>£217,515.00</b>	<b>£72,505.00</b>	<b>£75,425.13</b>	<b>-£2,920.13</b>	<b>£138,335.02</b>

Income	Cost Centre	Annual Budget	Budget to date	Income to Date	Variance	Balance
	Precept	£143,600.00	£47,866.67	£47,866.00	£0.67	£95,734.00
	Interest	£105.00	£35.00	£28.89	£6.11	£76.11
	Photocopying	£50.00	£16.67	£0.00	£16.67	£50.00
	Grants	£200.00	£66.67	£0.00	£66.67	£200.00
	Recreation Ground	£500.00	£0.00	£0.00	£0.00	£500.00
	Hire of Hall	£15,250.00	£5,083.33	£920.00	£4,163.33	£14,330.00
	Rents	£23,040.00	£7,680.00	£1,150.00	£6,530.00	£21,890.00
	Recharges	£1,550.00	£516.67	£1,830.38	-£1,313.71	-£280.38
	Covid 19 recharges	£0.00	£0.00	£5,417.88	-£5,417.88	-£5,417.88
	<b>Total Income</b>	<b>£184,295.00</b>	<b>£60,748.33</b>	<b>£49,964.89</b>	<b>£10,783.44</b>	<b>£132,780.11</b>

VAT Charged	£12,000.00	£4,000.00	£8,815.42	-£4,815.42	£3,184.58
VAT Refunded	£12,000.00	£4,000.00	£1,821.39	£2,178.61	£10,178.61

#### Bank reconciliation

##### Closing Balances March 2020

Llangollen Town Council General Account	£40,305.24
Llangollen Town Council Business Money Manager Accounts	£61,798.03
<b>Total Cash and Short Term Investments</b>	<b>£102,103.27</b>

##### Closing Balances June 2020

Llangollen Town Council General Account	£10,868.05
Llangollen Town Council Business Money Manager Accounts	£63,672.92
<b>Total Cash and Short Term Investments</b>	<b>£74,540.97</b>

Cashbook	
Balance b/f	£102,103.27
Receipts	£59,116.67
Payments	-£86,678.97
	<b>£74,540.97</b>



## Authorised Payments July 2020

Supplier	Description	Method	Gross	VAT	Net
Staff CTL1/LTC1	Salary	TB/BP M3.1	£1,654.97	£0.00	£1,654.97
Staff CTL02/LTC02	Salary	TB/BP M3.2	£859.30	£0.00	£859.30
CThem/HMRC	PAYE	TB/BP M3.3	£959.27	£0.00	£959.27
Rose Brown	Reimbursement Covid 19 costs	TB/BP 39	£100.00	£0.00	£100.00
H Edwards	Contract payment	TB/BP 40	£756.00	£0.00	£756.00
C Harries	Volunteer costs	TB/BP 41	£131.81	£0.00	£131.81
B Jones	Translation costs	TB/BP 42	£90.00	£0.00	£90.00
Rawsons Digital	Photocopying costs	TB/BP 43	£0.00	£0.00	£0.00
Mc Greedy	Reimbursement Covid 19 costs	TB/BP 44	£200.00	£0.00	£200.00
Blue Bay Laundry	Reimbursement Covid 19 costs	TB/BP 45	£441.00	£0.00	£441.00
Watkins and Williams	Paint	TB/BP 46	£111.22	£18.54	£92.68
LogMeIn	Videoconferencing software	Visa 9	£18.00	£3.00	£15.00
Viking Direct	Office supplies	Visa 10	£56.12	£9.69	£46.43
Wayfair	Office equipment	Visa 11	£50.99	£8.49	£42.50
Giff Gaff	Mobile sim costs	Visa 12	£6.00	£1.00	£5.00
Laptops Direct	Laptop	Visa 13	£455.97	£75.99	£379.98
ACS Technology	Service charges	DU/DD	£133.00	£0.00	£133.00
British Telecom	Telephone and internet charges	DU/DD	£0.00	£0.00	£0.00
CS Ddinbych / Denbighshire CC	Land purchase	DU/DD	£5,000.00	£0.00	£5,000.00
CS Ddinbych / Denbighshire CC	CAC/NNDR	DU/DD	£1,097.00	£0.00	£1,097.00
ICO	Licence fee	DU/DD	£35.00	£0.00	£35.00
NEST	Pension	DU/DD	£234.30	£0.00	£234.30
Nwy Prydain / British Gas - Gas	Gas charges.	DU/DD	£10.78	£0.00	£10.78
Nwy Prydain / British Gas - 2712	Electricity charges.	DU/DD	£12.05	£0.22	£11.83
Nwy Prydain / British Gas - 7928	Electricity charges.	DU/DD	£35.75	£0.58	£35.17
Nwy Prydain / British Gas - 7928	Electricity charges.	DU/DD	£19.59	£0.93	£18.66
S Johnston	Storage hire contract	TS/SO	£70.00	£0.00	£70.00
		<b>Total</b>	<b>£12,538.12</b>	<b>£118.44</b>	<b>£12,419.68</b>

**Cyngor Tref Llangollen Town Council**  
**21.07.2020.**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Casual vacancy.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To decide on the method of considering applications to fill the casual vacancy on the Town Council.

**2. Background.**

2.1 As reported by the Town Mayor at the June meeting of the Town Council two applications had been received by the closing date of the 1<sup>st</sup> June 2020.

2.2 The advice of the Returning Officer was that no formal decision should be made until the Town Council could meet without restrictions. However, there was a need to decide on the method of appointment of the new Member.

**3. Procedure.**

3.1 Notice of the Election (co-option) is included on an agenda for a meeting of the Town Council and when the item is reached, the Chairman should call for nominations, which are duly proposed and seconded.

3.3 Candidates can either be asked to make a presentation or their application be considered at a meeting of the Town Council. Members will then vote on each application received until an absolute majority of votes present and voting favours one applicant over the others.

**4. Recommendation.**

4.1 It is recommended that the Town Council whether to appoint a suitable candidate to fill the casual vacancy on the Town Council by either consideration of the application forms submitted or by way of a presentation to Town Council.

**5. Reason for Recommendation.**

5.1 To ensure effective governance and compliance with regulations..

**Cyngor Tref Llangollen Town Council**  
**21.07.2020**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Local Sustainable Transport response to Covid-19:  
Proposals for Llangollen.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider the local sustainable transport response to covid-19: proposals for Llangollen.

**2. Background.**

2.1 The aim of the document produce by Denbighshire County Council is to explain some of the temporary changes they are proposing to help Llangollen town centre recover from the impact of the Covid-19 (coronavirus) pandemic.

2.2 The County Council are seeking comments on the proposals for Llangollen (attached) and once they have considered the feedback received they will discuss this with the Llangollen County Councillors and make a final decision on whether to proceed with the scheme.

2.3 Members are asked to consider the scheme and in particular note the suggested use of parcels of land in the ownership of the Town Council: namely the curtilage of the Town Hall and Centenary Square.

**3. Recommendation.**

3.1 It is recommended that the Town Council forwards comments on the local sustainable transport response to covid-19 proposals for Llangollen to Denbighshire County Council.

**4. Reason for recommendation.**

4.1 To exercise probity when asked to participate in consultations.

**Cyngor Tref Llangollen Town Council**  
**21.07.2020**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Cittaslow Committee.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider recommendations to the Town Council from the Cittaslow Committee .

**2. Background.**

2.1 at the last meeting of the chips of committee Held on the 29th of June 2020 committee members considered the series supports two of which have been recommended for consideration by town council

**7. Committee Recommendations.**

7.1 Looking forward from lockdown.

Members considered a report on proposals to organise a series of webinars, or similar, which would involve inviting speakers from local groups to present what they are working on and how the work has been affected by the Coronavirus crisis.

tl

7.2 It was proposed seconded and resolved to recommend to the Town Council that it considers a series of webinars to:

- a) understand whether / how priorities have changed from previous consultation work.
- b) review and potentially revise priorities over the coming year.
- c) provide a steer to the Town Council on strategy discussions.

7.3 Circular Economy Funding to Support a Green Recovery.

The Town Clerk advised the Committee that the Town Council had no powers in respect of waste management and recycling save for in relation to the operation of the Town Councils own assets and activities. Any support could fall under the Power of Wellbeing as defined by sections 2 – 5 of the Local Government Act 2000 and therefore expenditure would also be subject to the limits set by section 137 of the Local Government act 1972.

7.4 Members considered, in depth, a number of projects based on input from Cittaslow partner groups which included a library of things, reuse and repair shops, town scale composting systems and reducing plastic waste.

7.5 It was proposed seconded and resolved to work with local community groups, and other local authorities, to identify a proposal to be submitted under the Circular Economy Fund, and if required present the application to the Town Council for ratification and submission to the Welsh Government.

**8. The Circular Economy Fund.**

8.1 The Circular Economy Fund is open to local authorities and other publicly funded bodies will help accelerate Wales' shift towards a circular economy driving further increases in recycling and decarbonisation. It also directly supports post-Covid response and recovery improving resilience in Wales.

8.2 The key dates for this grant fund are the closing date of 27<sup>th</sup> July 2020, and the Welsh Government aim to inform applicants of the outcome by October 2020. Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 19 March 2021 at the very latest. Applications should only be submitted if applicants are able to meet these deadlines.

8.3 The completed application form, detailing the proposal for a Share Shed/Library of Things, is appended. The application, whilst being submitted by the Town Council, is a joint application with Mold Town Council and Ruthin Town Council.

**9. Recommendation.**

9.1 It is recommended that, in compliance with Standing Orders, the Town Council receives the minutes of the last meeting of the Cittaslow Committee; considers the recommendations detailed above and determines what action, if any, to be taken.

**10. Reason for recommendation.**

10.1 To ensure effective governance and probity in Town Council affairs.

## Circular Economy Capital Fund 2020-21

### APPLICATION FORM

**Our aim is to move to a circular economy in Wales. Where waste is avoided and the things we use are kept in use as long as possible. This is an important part of the action needed on climate change. It also brings many new job opportunities as part of the move to a low carbon economy.**

**The public sector is central to Wales' move to a circular economy.**

**This £6.5m Circular Economy Fund open to local authorities and other publicly funded bodies\* will help accelerate Wales' shift towards a circular economy driving further increases in recycling and decarbonisation. It also directly supports post-covid response and recovery improving resilience in Wales.**

Activities eligible for funding are those helping to deliver actions within the Circular Economy Strategy consultation document; Beyond Recycling;-

1. Become the world leader in recycling
2. Phase out single use plastic
3. Invest in clean technology for materials collection
4. Make more efficient use of our food
5. Prioritise the purchasing of wood, remanufactured and recycled content
6. Enable communities to take collective action
7. Create the conditions for business to seize the opportunities
8. Take full responsibility for our waste

Key dates:

- The closing date is 27<sup>th</sup> July 2020. Late applications will not be accepted.
- We aim to inform applicants of the outcome by October 2020.
- Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 19 March 2021 at the very latest.
- Please only submit an application if you are able to meet these deadlines.

Please note:

- Applicants must be a publicly funded body in Wales\*.
- The project activity must be located in Wales.

- Grants are available up to £500,000.
- Complete one application form per project.

Email here: [CircularEconomyFund@gov.wales](mailto:CircularEconomyFund@gov.wales)

Address: Resource Efficiency and Circular Economy Division,  
Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

<b>Organisation Name</b>	Llangollen Town Council <sup>1</sup>
<b>Project Title</b>	Share Shed/Library of Things
<b>Location of Activity</b>	Llangollen, Mold, Ruthin
<b>Funding requested for 2020-21</b>	£ Total project cost £ Amount of capital grant requested
<b>Circular economy key action area (more than one may be applicable)</b>	<ol style="list-style-type: none"> <li>1. <input checked="" type="checkbox"/> Become the world leader in recycling</li> <li>2. <input type="checkbox"/> Phase out single use plastic</li> <li>3. <input type="checkbox"/> Invest in clean technology for material collection</li> <li>4. <input type="checkbox"/> Make more efficient use of our food</li> <li>5. <input checked="" type="checkbox"/> Prioritise the use of wood and remake and recycle more items</li> <li>6. <input checked="" type="checkbox"/> Enable communities to take collective action</li> <li>7. <input checked="" type="checkbox"/> Create the conditions for business to seize the opportunities</li> <li>8. <input checked="" type="checkbox"/> Take full responsibility for our waste</li> </ol>
<b>Project Contact Name, telephone and email address</b>	
<b>Bid authorised by</b> <i>*In authorising this application you are confirming that the information given is correct to the best of your knowledge. You are also confirming that any match funding identified is in place</i>	Name: Job Title: Signature:

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<sup>1</sup> Please note this is a joint application with Mold Town Council and Ruthin Town Council. See Project Description for more information and attached letters of support.



## 1. Project Description and alignment to circular economy actions (Score 10)

Provide a brief description of the project including how it aligns to the circular economy actions and decarbonisation. If your application is for a project that will take longer than a financial year to complete, please provide a description of the whole project and of the specific outputs to be delivered in this financial year. (Maximum 500 words)

### **Introduction**

While Wales leads the UK in re-use, recycling and composting rates, we can do more to avoid valuable items being thrown away unnecessarily. Every year within the UK over 6 million electrical items are thrown away when over half could be repaired (RecycleMore); we discard 22 million damaged furniture items (Wise Up To Waste) and 43,0000 tonnes of clothing (WRAP).

In support of the Circular Economy Strategy for Wales, this project aims (1) to develop a culture of sharing rather than owning items in our three towns in North East Wales by establishing a mobile Library of Things (ShareShed); (2) to support and strengthen emerging efforts in each town to repair items, upcycle and reuse by developing a regional network of 'fixperts'. Its overall purpose will be to reduce reliance upon buying new items, to redirect items from landfill, and to build Circular Economy understanding and skills in our communities.

Mold, Ruthin and Llangollen have each identified demand in their communities for a Library of Things. A library of things would contain large items such as gardening equipment lawn mowers, garden tools, hedge cutters and home items such as sewing machine, bread maker, steam iron. All items that can be borrowed and shared, negating the need for each individual to buy the item. Making the Library mobile would reduce overheads, increase staffing efficiencies, and increase public awareness / accessibility as it can 'pop-up' at high traffic venues/events.

At the same time, there has been an increase interest in repairing and fixing broken equipment. Each of the towns has organised at least one successful 'Repair Café', with some happening regularly. Collaboratively it has been found that the main constraints with regards to Repair Café success has been time-intensive pilots, scoping exercises and over-reliance and over-burdening of 'fixperts'.

### **Proposed collaborative approach**

Led by Llangollen Town Council, the Town Councils of Mold, Ruthin and Llangollen are proposing a tri-town scheme comprising of the following elements:

#### **a) A mobile Share and Repair Shed:**

This would be a converted vehicle that would contain the Library of Things (as described above) and transport items between the towns as required. Establishing individual Libraries of Things in each town have been found to incur prohibitive

overheads and staffing costs given current levels of demand. A collaborative approach across the three towns would maximise the inventory of items, minimise waste, and enable cost efficiencies (systems development, local capacity development etc) while building awareness and demand. The vehicle would be design to be functional, professional and eye-catching to build interest and engagement.

The Share and Repair Shed would also contain essential repair equipment and emerging circular economy technology (a plastic recycler, a 3D printer). This will mean the Shed can support Repair events within each town, ensure that all potential fixperts have access to equipment and engage residents in new technology.

The Shed would set up in each town according to publicised, weekly schedules allowing residents to borrow and return items easily, link with groups in town and/or get help with fixing things on the spot (the offer will vary by town, depending on support and linkages the town groups request). The project fits well with longer-term DCC plans to develop a “Too Good to Tip” scheme linked with their household waste recycling centre in 12-18 months-time. DCC consider that the Share & Repair Shed would build valuable community understanding and ownership ahead of launching this scheme, as well as supporting valuable learning across the region.

#### **b) Secure Storage**

For larger/higher value items and those in greatest demand, Town Councils will identify secure storage in each town.

#### **c) An engaging and accessible online portal and Asset Management System**

The Share and Repair Shed will develop an interactive website to publicise its offer, sign up members, manage its assets and advertise events in each town. The system will allow members to check the availability of equipment and facilitate easy check in/out of items they wish to borrow, which will all be electronically tagged. A late fees system has been found by other Libraries of Things to work best as a deterrent for those forgetting to return items on time. The website will be bi-lingual Welsh/English and the project will track and advertise when bi-lingual fixperts are available at sessions. Add FCC perspective?

#### **d) Development of a collective of Volunteers**

Working hand-in-hand with existing groups in each town, the project will develop a list of volunteers to manage the Shed and fixers who could be called upon to support events led by in-town Repair groups. Fixers or trainees would be able to use the repair tools of the Shed if they wished so there are no barriers to participation. Volunteer roles will also exist in managing events in each town, ensuring correct paperwork is completed in line with Repair Café Wales requirements; ensuring items are PAT tested before the fixer begins work and supporting attendees in identifying most appropriate fixer for their item. The tri-

town approach will help fill capacity gaps and address fluctuating availability among volunteers, reducing pressure on individuals – while building links and friendships through shared experiences.

The project has been developed through research and discussions with the following groups:

[www.wrap.org.uk](http://www.wrap.org.uk)

[www.wiseuptowaste.org.uk](http://www.wiseuptowaste.org.uk)

[www.recycle-more.co.uk](http://www.recycle-more.co.uk)

[www.sharedshed](http://www.sharedshed)

[www.repaircafewales.org](http://www.repaircafewales.org)

## 2. Ways of working (Score 10)

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

Please describe how you have followed the five ways of working in the development and delivery of your proposal.

<b>The Five Ways of Working</b>	
<p><b>Long Term</b> – please describe how you have considered long term needs. What are the impacts of your proposal on future generations? (Maximum 100 words)</p>	<p>In line with the Wrap Cymru ‘Preparing for re-use’ Roadmap, our Share and Repair Shed will build more environmentally-aware communities by providing accessible, fun and non-confrontational opportunities for residents to take part in the Circular Economy, particularly those in hard-to-reach communities in and between the three towns. It will build understanding of the need to reduce consumption, repair, reuse and recycle, while building skills and awareness of career paths within the Circular Economy – particularly seeking to engage students with STEM interests, skilled tradespeople in retirement and those who are socially isolated. Longer-term this may develop into separate in-town Libraries of Things as awareness and demand increase, but we anticipate this taking some years. Whether mobile or ultimately static, the project will build shared experience and valuable skills networks across the towns, feeding into Denbighshire and Flintshire County Council’s contributions to the circular economy.</p>
<p><b>Prevention</b> – please describe how you considered options to prevent the problem from getting worse or occurring in the first place. (Maximum 100 words)</p>	<p>The towns involved in the application are concerned about carbon embedded in household items used rarely and in the impact of waste disposal (biodiversity impact, pollution, health) are actively working to generate ideas and strategies for ways of reducing waste, reuse and safeguard the environment for present and future generations. Each town has already embraced plastic reduction local initiatives and piloted Repair Cafes, but has identified challenges around capacity and around engagement with hard-to-reach families and individuals (e.g. those who continue littering, do</p>

	<p>not engage in recycling etc). Through low-cost, engaging activities that can pop-up in unusual places, the Share &amp; Repair Shed offers a valuable and efficient opportunity to undertake more preventive work, building understanding and skills. Through volunteering, attending events organised by community groups, and through learning organisational and repair skills, the project will involve the community in their own response to the climate and ecological emergency.</p> <p>The Share &amp; Repair Shed will either be electric or converted ADD Schedules will be developed each week between the town to minimise carbon emissions due to travel between towns. Carbon footprint will be tracked for the project using XXX software and shared publicly on the website, capturing carbon emissions saved due to sharing/recycling/reuse as well as those generated. Offset opportunity? e.g. does cost of County Council waste disposal reduce over time due to this project? More/less transport than this initiative?</p>
<p><b>Integration</b> – please describe how you have considered the well-being objectives of other public bodies. (Maximum 100 words)</p>	<p>The proposal has been shared with county and town councils to ensure it compliments their current and future plans, and would not hinder them. The project would reduce the amount of non-recycled waste (national well-being indicator #15). With high community ownership and the strengthening of ties within and across towns, the project will also increase the proportion of people satisfied with their local area (#26), strengthen feelings of social integration (#27) and increase volunteerism (#28). It will support bilingual access and, over time, hopes to provide a springboard into further STEM training and educational opportunities.</p> <p>Finally, it supports the work of all three town councils towards more sustainable lifestyles through initiatives including Cittaslow and Surfers Against Sewage Plastic Free Status.</p>
<p><b>Collaboration</b> – please describe who you collaborated with and how, in the development and appraisal your proposal. (Maximum 100 words)</p>	<p>FCC and DCC, including waste management and community support services. Town Councils of Mold, Ruthin and Llangollen, local groups engaged in environmental and well-being concerns including Plastic Free Ruthin, Plastic Reduction Mold, Friends of the Earth Llangollen,</p>

	<p>Ruthin, Friends of Pengwern (Llangollen), and local social enterprises reSource and Outside Lives. Consideration has been given involvement of local schools and education groups, although due to the current pandemic situation it has been difficult to establish that collaboration. Llangollen Town Council's Cittaslow Committee has acted as the lead in this proposal and has worked to bring interested parties together. COVID19 restrictions have unfortunately meant collaboration via Zoom, which has not been without its challenges, but the community groups involved all recognise the potential for collaborative working on this project and are keen to work out details to ensure its success.</p>
<p><b>Involvement</b> – please describe who you have involved and how, in the development and appraisal of your proposal (Maximum 100 words)</p>	<p>All three towns have been exploring ideas around sharing, repairing and reusing for some years, with common successes (high demand/interest, interest from diverse populations and groups) and challenges (restrictive overheads on a permanent Library of Things, over-burdening of fixperts and coordinators limiting frequency of repair cafes). Cost of participating in a Library of Things and cost of purchasing tools for repairing are commonly identified barriers for participation in all three towns, as well as the experience of the ShareShed project in Devon. By being mobile, the project will involve those harder to reach in towns and rural communities (e.g. attending events in villages, those targeting lower-income families, families recently settled in Wales etc) and will build up an inclusive database of volunteers and their skills over time.</p>

### 3. Contribution to Well-being Goals and impact assessment (Score 10)

Projects must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the project to the well-being goals and statutory description of each goal.

<b>Well-being Goal</b>	<b>Impact (select one for each goal)</b>
<p>A prosperous Wales (Maximum 100 words)</p>	<p><b>Impact: Positive</b> WrapCymru's Re-use Roadmap describes positive economic outcomes from developing the share, repair and reuse economy that the proposed project directly supports including skills development, job opportunities and income. Furthermore the project directly enables</p>

	<p>communities to take collective action as described in the Beyond Recycling strategy, helping businesses and individuals create/seize opportunities.</p>
<p>A resilient Wales (Maximum 100 words):</p>	<p><b>Impact: Positive</b></p> <p>The proposed would promote the development of skills, social networks and community cohesion. Through accessing share and repair activities this would lead to positive environmental behaviour changes and choices, contributing to social and environmental resilience.</p>
<p>A healthier Wales (Maximum 100 words)</p>	<p><b>Impact: Positive</b></p> <p>Through accessing activities in relation to the proposed this would promote individual fulfilment through volunteering, development of skills and accessing a community venture. Developing confidence as an individual and as a community.</p>
<p>A more equal Wales (Maximum 100 words)</p>	<p><b>Impact: Positive</b></p> <p>The Share &amp; Repair Shed will be accessible to all, and will not discriminate on economic, or other grounds. ShareShed membership has been shown to be important but fees will be set on a sliding scale. There will be equal opportunities to develop skills and knowledge in fixing items. There will be equal access to volunteering and employment opportunities. Through individuals and communities repairing and sharing items, financially this would mean that people would not have to buy individual items, or new items, reducing pressure on household budgets and contributing to a more equal Wales.</p>
<p>A Wales of cohesive communities (Maximum 100 words)</p>	<p><b>Impact: Positive</b></p> <p>The Share and Repair Shed will be a community-led venture, involving communities and bringing communities together in its share and repair activities, volunteering and potential employment. Share and Repair Shed, through being mobile will be able to engage and link remote and isolated communities, building on existing town commitments to reduce plastic use and take collective action.</p>
<p>A Wales of vibrant culture and thriving Welsh language (Maximum 100 words)</p>	<p><b>Impact: Positive</b></p> <p>The website, marketing, publicity and information about the Share &amp; Repair Shed will be available in Welsh and English languages. The shed will seek to encourage fixperts and volunteers, both</p>

	English and Welsh speaking and highlight services when available in both languages
A globally responsible Wales (Maximum 100 words):	<p><b>Impact: Positive</b></p> <p>The Share &amp; Repair Shed will help residents in each town take more responsibility for our waste, building understanding of sharing and reusing as opportunities and ensuring our waste does not become a problem elsewhere. The Library of Things will help reduce consumption and therefore reduce carbon emissions and pollution, both vital in responding to the global climate and ecological emergency. The Share &amp; Repair Shed will generate a hub of sustainable activity across the region, supporting efforts in each town to re-use and repair items to 'end of life'.</p>

**4. Project management (Score 10)**

<p><b>Please provide information on the project plan identifying timelines for activities appropriate to the scale of the project. Include information on any risks, statutory processes/planning consent, land acquisition, procurement, construction, project opening and completion as applicable. (Maximum 500 words)</b></p>
<p>The long-term goal will be to establish sustainably-operating Libraries of Things in each town. However, there are substantial behaviour changes to cultivate at the community level first (which this project will contribute to) and so this project will aim for sustainability over a 5-8 year period, exploring ways of integrating with waste management and library services of the local councils.</p> <p>The project will take place in four main stages:</p> <ul style="list-style-type: none"> <li>• Project opening (inception): October 2020 to March 2021</li> <li>• Pilot year: April 2021 – March 2022</li> <li>• Working towards sustainability: March 2022 – March 2024</li> </ul> <p><b><u>During the inception period</u></b>, we would confirm implementing team (staff &amp; volunteers); develop a detailed project plan with all project partners; draw up relevant Service Level Agreements (SLAs) between asset holders and implementing team; identify and fit out the secure storage spaces in each town; conduct community research to confirm desirable items for the LoT and preferred locations; put out call for donations of tools, equipment; set up the website and administrative systems and link with local groups; develop database of volunteers (drivers, 'librarians' and fixperts); develop policies e.g. asset management, volunteer engagement, GDPR etc; and work with Welsh Government to procure the vehicle, fittings (storage systems, branding) and tools. Hold regular coordination / steering committee meetings.</p>



**Launch & pilot year:** provide training for staff & volunteers e.g. PAT tests; gain PR for launch; launch events in towns/villages; draft and print educational materials; develop calendar of Share & Repair Shed visits – piloting regular events, pop-up events, support for repair cafes etc; Develop monitoring systems, data collection tools; seek additional revenue funding for specific events in harder to reach communities; explore sponsorship and/or advertising opportunities from local/regional businesses e.g. hardware shops, hire companies.

**Working towards sustainability:** Continue developing calendar of events, pop-ups; continue sourcing donations, developing database of volunteers etc; continue search for funding - applications for grant support, advertising, sponsorship; strengthen relationships with waste management services and library services of local councils to explore opportunities for cost savings, systems development; conduct evaluation.

### **Project governance**

As a partnership project between the Town Councils and community groups, project governance will be agreed in writing at the start of the project setting out roles and responsibilities, coordination and communication systems, as well as transparent processes for resolving concerns as they arise. Agreements will be captured in Service Level Agreements (SLAs) between the parties. To maintain and develop the community ownership of the project, it is envisaged that a steering committee will be formed (involving representatives of the Town Councils and any other funders) with a project implementing team confirmed involving staff and volunteers from the community groups. SLAs will all be in place before assets are procured for the project.

## 5. Costs (Score 10)

**Please explain the costs of the project by providing a full breakdown. If the project will be match funded clearly set out the details (e.g. cash contribution by applicant or other)? (Maximum 250 words)**

See attached 3 year budget for full details.

Capital funding requested would be for purchase and fitting out of the Share & Repair van, purchase of the tools and equipment; purchase of the website and administrative systems; and purchase of marketing materials.

Revenue funding will be secured from a range of sources including:

- Membership fees from residents at a range of levels to ensure accessibility
- Funding from trusts and foundations (pending decisions by Oct 2020)
- Contributions from Town & County Councils (pending decisions by Oct 2020)
- Sponsorship and advertising revenues from local/regional businesses
- Hire fees if organisers want the van to attend an event.

Due to COVID19 and timing of council meetings, matched funds have not been confirmed at the point of submission. However, the community groups and town councils will be working together to secure that funding in line with the project timing outlined above.

## 6. Value for Money (Score 10)

**Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent overall value for money. (Maximum 250 words)**

**Economy:** the budget described above and attached has been reviewed by ShareShed Devon (now in their 3<sup>rd</sup> year of operation) to confirm budgeting accuracy and cost minimisation; Welsh Government procurement processes will be followed to assess quotes for all items purchased to minimise costs; where possible throughout the project second hand materials and items will be fixed and repaired, in line with the ethos of the project.

**Efficiency:** As part of project inception, the steering committee and implementing team will develop a monthly project plan and budget breakdown which we will use to track progress towards outputs and project expenditure in line with the management plan and budget described above. The Service Level Agreements will include actions that can be taken to address over/underspends.

**Effectiveness:** As described above, the project implementing team will collect data from members using the service and those engaging with it in other ways

(e.g. volunteers, fixperts) to assess levels of engagement and satisfaction as well as progress towards the outcomes described above.

**Equity:** the project will seek to attend events in a range of venues in each town (including supermarket car parks, community centres, health centres, repair cafes etc) to build awareness of the Library across potential members from a range of backgrounds; it will seek also work to engage volunteers from a range of backgrounds and skills (organisers, librarians, fixperts, drivers etc.)

## 7. Scheme outputs (Score 10)

**What are the specific outputs that the scheme will deliver (including objectives and outcomes)? (Maximum 250 words):**

The overall purpose of the project will be to reduce reliance upon buying new items, to redirect items from landfill, and to build Circular Economy (re-pair, reuse, recycle) understanding and skills in our communities.

The project aims are (1) to develop a culture of sharing rather than owning items in our three towns in North East Wales by establishing a mobile Library of Things (ShareShed); (2) to support and strengthen emerging efforts in each town to repair items, upcycle and reuse by developing a regional network of ShareShed volunteers and 'fixperts' in partnership with community groups.

Outputs will be:

1.1 ShareShed/Library of Things set up (van purchased, branded and fitted out; Secure Storage spaces agreed)

1.2 Website and borrowing system established (website with database system)

1.3 Items for the Library of things are sourced (via purchase and donations)

1.4 100 Library of Things members registered in each town in Year 1

2.1 Database of volunteers developed, working with all community groups and in line with GDPR regulations (organisers, fixperts, librarians, drivers etc; mapping of relevant skills including language)

2.2 Calendar of regular events and pop-ups developed and promoted (working with community groups, ensuring inclusive working with hard-to-reach groups)

2.3 Repair training sessions developed and delivered with community groups, schools, colleges

3.1 Governance system confirmed and established, including regular analysis of key sustainability indicators, learning and innovation

3.2 Fundraising or other resource generation plan is developed and implemented to support innovation and development of the ShareShed and community group

## 8. Monitoring and Evaluation (Score 10)

**How and when will you measure if the project has been successful? Please provide details of your post-delivery monitoring plan, data collection, and relevant targets (Maximum 250 words):**

Members will be asked baseline questions when registering to assess their current engagement in the circular economy, and will be asked similar questions periodically (through an accessible range of on and offline methods) to track changing attitudes. Registration will also identify where members are learning about the scheme and which membership level they have joined up to help monitor project inclusiveness.

The Share and Repair Shed lending system will automatically track a range of data including number and frequency of loans by members, most popular items for borrowing.

Where the Share and Repair Shed participates in a community-organised event, it will track which of its items are used / borrowed during that event and the extent to which it enabled repair / reuse. Feedback forms will be made available at all events.

All members of the Share and Repair Shed will be made aware of processes to comment/compliment/complain about their experience.

Volunteers will also be asked baseline questions when registering to help understand their motivations for volunteering, so the project can monitor the extent to which these needs are being met (e.g. social interaction, application/development of skills etc). Volunteers will be asked similar questions periodically (through an accessible range of on and offline methods) to understand their experiences with the Share and Repair Shed track changing attitudes.

The steering committee will also track key financial indicators including income and expenditure, number of members, lending and return rates, funds raised etc.

### **\*Eligible Bodies**

#### **National Bodies**

1. Agueda Cymru – Museum Wales
2. Arts Council of Wales
3. Higher Education Funding Council for Wales
4. National Library of Wales Natural Resources Wales
6. Sport Wales
7. Welsh Government
- 8.

#### **Local Authorities**

1. Blaenau Gwent County Borough Council
2. Bridgend County Borough Council
3. Caerphilly County Borough Council

4. Cardiff Council
5. Carmarthenshire County Council
6. Ceredigion County Council
7. City and County of Swansea
8. Conwy County Borough Council
9. Denbighshire County Council
10. Flintshire County Council
11. Gwynedd Council
12. Isle of Anglesey County Council
13. Merthyr Tydfil County Borough Council
14. Monmouthshire County Council
15. Neath Port Talbot County Borough Council
16. Newport City Council
17. Pembrokeshire County Council
18. Powys County Council
19. Rhondda Cynon Taf County Borough Council
20. Vale of Glamorgan Council
21. Torfaen County Borough Council
22. Wrexham County Borough Council

## **Health**

1. Abertawe Bro Morgannwg University Health Board
2. Aneurin Bevan University Health Board
3. Betsi Cadwaladr University Health Board
4. Cardiff & Vale University Health Board
5. Cwm Taf University Health Board
6. Hywel Dda University Health Board
7. Powys Teaching Health Board

8. Public Health Wales NHS Trust
9. Velindre NHS Trust

### **Fire & Rescue Authorities**

1. Mid and West Wales Fire Rescue AuthorityNorth Wales Fire Rescue Authority
3. South Wales Fire Rescue Authority

### **National Parks Authority**

1. Brecon Beacons
2. Pembrokeshire Coast
3. Snowdonia

### **Education**

1. Colleges
2. Grant Maintained Schools
3. Universities

### **Courts**

### **Police**

1. Dyfed Powys Police
2. Gwent Police
3. North Wales Police
4. South Wales Police

**Town councils, village councils and community councils.**

## Budget

	Capital costs	Year 1	Year 2	Year 3	Notes
<b><u>Operating revenues</u></b>					
Grants - Welsh Government	88,600				Circular economy fund-vehicle, 3D printer, plastic recycler, generator; Town and county
Grants - Councils		6,000	4,500	3,000	
Grants - Other		19,500	14,000	10,000	
In-kind contributions - space		7,200	7,200	7,200	Space in towns for storage, 3 towns @ £200/month rental
In-kind contributions - tools, other		1,800	2,700	3,600	Donations from individuals (average of £30 per donation)
Corporate sponsorship		1,000	2,000	3,000	Advertising, corporate sponsorship
Private cash donations					
Memberships (@£30)		2,700	5,400	10,800	See membership numbers; @£2.50 membership fee per month
Memberships (@20)		3,600	7,200	14,400	See membership numbers; @£2 membership fee per month
Memberships (@12)		2,160	4,320	8,640	See membership numbers; @£1 membership fee per month
Memberships (@£5)		1,200	1,800	2,250	See membership numbers in other sheet; @£5 membership fee per year
Tool late fees		600	900	1,350	£1 per day, assuming £200 per town in first year, 50% increase each year
<b>Total revenues</b>	<b>88,600</b>	<b>45,760</b>	<b>50,020</b>	<b>64,240</b>	
<b><u>Operating expenses</u></b>					
Vehicle purchase / conversion	65,000				
Vehicle maintenance		1,000	1,000	1,000	Under warranty?
Vehicle MOT, insurance, tax		1,820	1,820	1,820	MOT (£70), insurance (£1,500) and tax (£250)
Vehicle running costs		1,742	1,742	1,742	44 miles (Ruthin, Llangollen, Mold) x 2 per week; 44 weeks per year
Storage space in 3 towns		7,200	7,200	7,200	
Tool purchase	15,000	1,000	1,250	1,563	
Tool maintenance		1,000	1,250	1,563	
Salaries		20,800	23,400	31,200	Coordinator / driver: 4 days per week, increasing to 4.5, then 6 days
National insurance		2,496	2,808	3,744	Assuming 12%



Staff, volunteer training e.g. PAT testing		240	300	375	2 staff, plus 2 volunteers per town
PAYE?					
Space hire - storage, markets, cafes?		7,200	7,200	7,200	Assuming in-kind contributions of storage, market stall fees waived by county councils, co
Insurance		400	600	900	Check with ShareShed
Marketing/ signage	7,500	-	300	300	Website incl. lending library software; branding for van; logo development
Office supplies					
Software, phone, wifi		340	540	540	£100pa for web hosting, £200/yr for web support; £20/month for phone
Postage					
Phone, laptop	500				Laptop, phone (Secondhand?)
Volunteer engagement		250	375	563	
Printing	600				Design and printing of marketing materials
<b>Total expenses</b>	<b>88,600</b>	<b>45,488</b>	<b>49,785</b>	<b>59,709</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	
<b>Profit / loss</b>		<b>272</b>	<b>235</b>	<b>4,531</b>	

