



ABERGAVENNY TOWN COUNCIL
COMMUNITY SMALL GRANT SCHEME
APPLICATION FORM 2024/25

This application form is to be used to submit an application to Abergavenny Town Council Community Small Grant Scheme. Please read the guidance notes carefully before completing the form.

Completed forms to be returned to Clerk@abergavennytowncouncil.gov.uk or by post to the Principal Officer, Town Hall, Cross Street, Abergavenny, NP7 5HD.

Section 1 – Contact information

a. Group Name	Library Square Community Gardens
b. Contact Name	Benita Kelly
c. Contact Address	XXXXXX Victoria Street XX
	Abergavenny
	NP7 5DS
d. Contact email	Benita.Kelly@kdnmail.com
e. Position in Group	Chair
f. Contact tel no	07811189065

g. Bank Account
Details

Name of your organisation's bank account Library Square Community Gardens XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
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Section 2 – Tell Us About Your Group

a. Briefly tells us about the activities that your organisation/group undertakes

In Library Square, we plant and maintain: the border around the tree, the two concrete pots, the raised bed opposite the former library, the small garden behind the former library and the boxes on the railings outside Trinity Church Almshouses. The group meets, weather permitting, once a week in the growing season when we also have a watering rota and less regularly in the Winter. We also regularly meet to monitor progress and plan our next steps.

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Charity Number: N/A
c.VAT Registered? No

Section 3. Tell Us About The Community Project/Activity You Want To Undertake

a. Which objective does this project mainly contribute towards (please tick one):

Giving Children and Young People the best possible start in life	<input type="checkbox"/>
Support for community wellbeing inc. volunteering and active citizenship	<input type="checkbox"/>
Supporting an economically thriving community	<input type="checkbox"/>
Protecting and enhancing our natural environment	<input checked="" type="checkbox"/>

b. Please give more detail on how your project will meet the objective you selected above.

f. Please specify how you will use the Town Council grant?

Round the tree. Dig out present plants and bulbs. Improve the soil. Replant with ferns, shade loving plants and bulbs.

Two concrete pots. Dig out elderly lavenders. Replant with two pollinating fruit trees under planted with cyclamen and bulbs.

Raised bed. Stake one of the magnolias. Spread soil improver. Plant bulbs. Prune existing shrubs where necessary.

Library Garden. Buy in labour once or twice to remove plants from remaining beds. Offer any divided plants to the community. Spread soil improver and plant herbs, vegetables, pollinators. Offer split plants to the community. Investigate a more reliable water source from the former library.

Equipment/tools. Buy eg a wheelbarrow.

Information sign. Commission a sign giving information about the project to give the community a sense of ownership.

g. How will your project benefit the community of Abergavenny?

It will:

- Enhance the local environment;
- Encourage insects, pollinators and birds;
- Grow fruit, vegetables and herbs for the local community;
- Provide a meeting place for the local community;
- Improve the mental wellbeing of volunteers and community members.

Library Square Community Gardens are at the end of a terraced street where the houses have limited space at the front for gardens. The Community Gardens have four benches which provide residents, young and old alike, a resting space when walking to and from town. There are often two or three sitting and chatting against the backdrop of flowers, trees, herbs and vegetables which we maintain.

The maintenance group live in the Grofield ward and, when working on the gardens, are complimented on their work by residents, often stopping to chat with passing residents about the plants and progress made. Thus, our work fosters community links. We intend planting fruit trees in the concrete tubs which we will encourage residents to harvest rather than buying in plastic bags which often go to landfill. These will be under planted with bulbs and cyclamen.

The small garden at the back of the library is used by teachers and pupils from the old library, either to eat lunch or to have "time out". This garden was very overgrown and we are now clearing it and replanting. The staff from the former library thank us and bring us cups of tea and biscuits. The pupils, under the supervision of the staff, have helped us to sweep up and fill the green refuse bags. They were excited to find a frog at the bottom of one and carefully rehomed it.

The boxes on The Almshouses' railings have provided links with the almshouses' residents and Trinity Church recently held a BBQ to thank us for our work. We intend involving the residents in our Wales in Bloom plans next year.

We also keep the area around the beds litter free and are heartened to note that there is now less litter. Before we took over the maintenance of the area it was the focus for anti social behaviour which has now disappeared. On a Saturday afternoon, a community choir, originally formed during the pandemic has chosen the square as a pleasant place to meet and sing.

We have one member who uses a mobility scooter. Only the raised bed is inaccessible. We have constructed a wooden ramp to provide access to the former library small garden.

c. Total Project Cost

£1,000

d. How much are you applying for from Abergavenny Town Council?

£1,000

e. Have you raised the balance of funds?

Volunteer hours. Eight volunteers at £11 per hour. 135 hours since April 2024

(25% of the total project costs should come from other sources)

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h. If your project involves working with young people does your organisation have a safeguarding policy?	Yes	No
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i. When will your project start and finish?

Start date	October 1st 2024
Completion date	September 30th 2025

j. Are there any outstanding permissions i.e. planning permission required before this project can start? If so, please list together with expected dates when permission will be granted

None

Section 4

This application is to be signed by a person holding a position in the organisation applying for the grant. Before submitting the application please ensure that you have all the additional information as set out in the guidance.

Signed	<i>B. Kelly</i>
On behalf of (name of group)	Library Square Community Gardens
Date	11/10/2024

CONSTITUTION OF: Library Square Community Gardens

ADOPTED ON:

1 Name

The name of the Group shall be: Library Square Community Gardens.

2 Aims

The aims of the group shall be to:

Improve and enhance the environment;

Maintain and plant in the raised bed, flower tubs, tree border, almshouses' railing boxes and small garden to the rear of the former library;

Enhance the wellbeing of the volunteers and local community;

Hold regular meetings to monitor progress and plan our next steps;

Contact any relative authorities to seek advice or funds for the above;

3 Powers

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Employ staff
- ~~e. Acquire and manage buildings~~
- f. Organise courses and events
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

4 Membership

- (a) Membership of the Group shall be open to any person over 18 or any organisation living or located in the Abergavenny area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.*
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.*

- (c) Every individual member and each organisation shall have one vote at General Meetings.*
- (d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.*
- (e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.*

5 Management

- (a) The Group shall be administered by a Management Committee of the Officers and not more than two other members elected at the Group's Annual General Meeting (AGM).*
- (b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.*
- (c) The Management Committee shall meet at least twice a year.*
- (d) The Chairperson shall Chair all meetings of the Group.*
- (e) The quorum for Management Committee meetings shall be three members.*
- (f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.*
- (g) The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.*
- (h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.*

6 Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Group*
- represent the Group at functions/meetings that the Group has been invited to*
- act as spokesperson for the Group when necessary.*

(b) The duties of the Secretary are to:

- take and keep minutes of meetings*
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson*
- maintain the membership list*
- deal with correspondence*
- collect and circulate any relevant information within the Group.*

(c) The duties of the Treasurer are to:

- *supervise the financial affairs of the Group*
- *keep proper accounts that show all monies collected and paid out by the Group.*

7 Finance

- (a) Any money obtained by the Group shall be used only for the Group.*
- (b) Any bank accounts opened for the Group shall be in the name of the Group.*
- (c) Any cheques issued shall be signed by the Treasurer and one other nominated official.*

8 Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of April.*
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be four members.*
- (c) The business of the A.G.M. shall include:*
 - (i) receiving a report from the Chairperson on the Group's activities over the year;*
 - (ii) receiving a report from the Treasurer on the finances of the Group;*
 - (iii) electing a new Management Committee and*
 - (iv) considering any other matter as may be decided.*

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any **two** members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on

9th April 2024

Signed by:

Chairperson: B. K. Kelly .

Secretary: Elizabeth Appleton

Treasurer: Jonathan

Other Committee members: