

Funding Opportunity for Community Events Infrastructure

We understand that local events are highly valued by our residents and that there is a need to make these events more sustainable and easier for our communities to host.

Denbighshire County Council will be offering a one-off grant fund to provide improved infrastructure in our communities who host and organise community events in Denbighshire to help in achieving this.

Support and Funding Available

Support will be allocated to a limited number of selected applicants to develop and deliver project ideas that can demonstrate the following key outcomes:

- Events will be easier and more efficient to host and organise
- Events will be more sustainable
- Events will be able to provide an enhanced experience for all

There is a total budget of £128,000 available to be shared by successful applicants across Denbighshire. Although there is no maximum grant set, applicants with more ambitious project ideas will be encouraged to seek match funding from elsewhere if available.

Community Development Officer support will be available throughout the scheme period to offer guidance and facilitation, and to act as a liaison officer with internal departments as required (e.g. Highways). You may also receive support to apply for match funding.

For more information, please contact communitydevelopment@denbighshire.gov.uk or datblygucymunedol@sirddinbych.gov.uk, or call Joanne Taylor, Project Manager, on 01824 706142.

Project Guidelines

The event fund will be solely for projects that provide infrastructure in Denbighshire to help ensure the sustainability and longevity of Denbighshire's community-led events. Projects may involve Denbighshire County Council managed land or assets. Where this is the case, feasibility will be considered by relevant service at the first stage of assessment. This means that liaison with the departments concerned will not be required by the applicant before submission of their Project Proposal. Should the applicant's proposal be shortlisted, further details and complete costing will then be required.

You should give consideration to making a meaningful impact with clear outcomes. Project ideas that can demonstrate benefit to multiple events or the wider community will be favoured during the selection process.

Project delivery must be completed within two years of date funding awarded.

Eligibility

The scheme is open to [City, Town and Community Councils](#) applicants, which are encouraged to work in partnership with local event organisers, to develop and submit their Project Proposal. The scheme is however also open to direct Project Proposals by community groups that have [County Councillor](#) support.

The fund is targeted at improving infrastructure for small to medium sized community events, which can be defined as events organised primarily for the benefit of the local community, with a maximum capacity of 5000 people.

How to Apply

To apply, applicants that host or organise small to medium sized community events are invited to submit their project ideas via this project proposal form, no later than 30/09/2021, to communitydevelopment@denbighshire.gov.uk or datblygucymunedol@sirddinbych.gov.uk.

During the first stage of assessment, officers and key partners will score and shortlist project proposals based on their potential impact in terms of the three key outcomes listed:

- Events will be easier and more efficient to host and organise
- Events will be more sustainable
- Events will be able to provide an enhanced experience for all

Shortlisted project proposals will then be presented to the Board for a final decision. Successful applicants will be invited to meet with relevant officers to develop and plan project delivery.

Important Notice Regarding the Purchasing of Equipment for Events

During 2021-22 Denbighshire County Council will deliver a secondary scheme to support community events in Denbighshire. This scheme will involve the promotion and rollout of an inventory of events equipment available to hire for a nominal fee. Therefore, this grant fund will not financially support the purchase of mobile equipment.

Project Proposal Form

The information provided in this document will be used as part of the process to ensure that the proposal has been properly thought through and to help assess the suitability of the project for funding.

Project Name:	Ruthin Square Events Electrical Improvements
Date of form completed:	26/07/2021

Project Lead Details

Name:	Kate Harcus
Telephone Number:	01824 703797
Email Address:	Kate.harcus@theoldcourthouse.wales
Address:	The Old Courthouse St Peters Square Ruthin Denbighshire LL15 1AA

Describe your project idea

This section should provide a brief description of the project proposed including what challenges your idea would overcome for event hosts or organisers. You should assume that the reader has no background knowledge. You should also highlight any previous experience in hosting events or delivering projects of a similar nature.

St Peters Square in Ruthin is a focal point for the local community at certain times of year – whether New Year’s Eve, Ruthin Festival’s Top of Town event, regular markets, the Christmas fair etc.

After consultation with a number of event organisers, the town council has found a general need for a reliable electrical supply for these events – whether for a number of market stalls in need of power for refrigeration or another purpose, or power for a sound system such as for Ruthin Festival’s Top of Town event or entertainment/ festivities on the square at the time of the Christmas fair or New Year’s Eve.

At present, there is simply no power supply suitable for the purpose of each event in terms of electrical power which means that the supply is always in danger of short-circuiting or cutting itself off, while in some circumstances are dependent on private property owners or businesses around the square for electrical power for their event. All are supplied from 13 amp sockets which is not advisable when for multiple appliances e.g. numerous refrigeration units at a market, or a full sound system at Ruthin Festival’s Top of Town event or New Year’s Eve. In the past, some event organisers have even hired in generators at a considerable cost to provide an electrical supply for their event.

To put it simply, the town square needs a more powerful and reliable electrical supply at more than 1 location for community events to be held in the town centre on a regular basis.

In terms of support for this project – we have the full support of Ruthin Festival, Ruthin Forward, Ruthin Artisan Market and of course Ruthin Town Council. The Town Council has recently restored the Old Courthouse on the square so has plenty of recent experience in delivering such a project, combined with the fact that the project is not particularly complex using 2 competent and experienced suppliers and can rely on the expertise and experience of numerous event organisers in the town who support the project.

Due to the layout of the square, 2 points would be required – namely in Ruthin Town Council’s facility at the Old Courthouse, and in Ruthin Town Clock (otherwise known as the Peers Memorial) owned by Denbighshire County Council. Both currently have an electrical supply which could easily be upgraded as

part of this project.

Permission by the Owners

Ruthin Town Council unanimously gave their consent for 2 x 32 amp sockets to be installed in the IT cupboard in the Old Courthouse which backs on to St Peters Square with a hatch for ease of access.

The Town Council through the Ruthin Town Clock Restoration Group has already been in contact with the owners of the clock – namely the officers at Denbighshire County Council's Assets and Estates Department (Rebecca Williams and Robin Evans) who have given their consent in writing for this work to be carried out to the clock subject to an electrical installation certificate being secured from the electrical fitter (and a copy of the certificate supplied to them) which is no problem and standard procedure

Since both buildings are listed, we have consulted with Chris Evans, the Denbighshire County Council Conservation Officer about the proposed works (he has seen the quotes for the work) and he has no objection subject to having a preliminary talk with the electrician to gain a full understanding of the works before they are carried out.

Works to be carried out

The Town Council through the festival has secured quotes from a reputable local supplier for the works to be carried out, who also carried all the electrical work at the Old Courthouse during its restoration therefore has expertise in installing new electrical fittings in listed buildings of historical importance. The supplier is Adam Kell (Kellelectrics) – he has visited both sites in person to gain a full understanding of the work required.

Town Clock – To rewire the main distribution board and controls inside the lock including consumer protection. Rewire to include 9 x double socket outlets on 3 circuits and 1 x 32 amp socket outlet circuit and switch with a new separate circuit for the clock facelight timing control. All cabling to be installed in pvc condition. While not directly linked, this work would be part of the clock restoration committee's work to get the clock restored to its former glory and provide a suitable electrical power supply for any contractors working on the clock as part of the eventual restoration. The Town Council have contacted the clock specialists who service the clock mechanism annually who have informed us if the power is switched off while the electrician undertakes his work, then that is acceptable since when the power to the clock mechanism is restored (after the works are completed), then the clock will automatically revert to the correct time. However, as a precaution and as advised by Smith of Derby we have included a budget for an engineer from Smith of Derby to attend the clock immediately after the electrical work to ensure the clock mechanism is in good working order.

The Old Courthouse – Install 2 x 32 amp commando plug connector with a rotary isolator switch in the hall mains cupboard with a new rebo to protect the circuit in the consumer unit. As mentioned, the proposed supplier is fully aware of the electrical system of the building since he installed it.

Costs

The project costs are clearly outlined in the budget section of this application (and the attached quotes). Since time has passed since Kellelectrics prepared the quotes in December 2020, Adam Kell has confirmed in August 2021 that the prices quotes remain the same and he can complete the works within 2 months of being commissioned to do so.

The costs are as follows –

Electricity work at the Old Courthouse = £280.00

Electricity work at Ruthin Clock Tower = £640.00

Post-electrical work inspection of clock mechanism = £150.00

Total = £1070 (exclusive of VAT)

Ongoing electricity costs

Town Clock – The clock is owned by Denbighshire County Council and so any utility bills including electricity are paid by them, and any potential user of the electrical system of the clock will need to ask permission from them for use. Rebecca Williams at DCC Assets and Estates has confirmed in writing it will be at their discretion whether or not to charge a group or organisation for electricity use based on the amount of electricity used. However, they have confirmed they will not charge any community events or markets that use the clock as a source of electricity e.g. Ruthin Festival, Ruthin Christmas Fair, markets etc since they want to support community events and many of these have been happening for many years using the clock's electricity (so for these events DCC will cover any electricity costs). The only occurrence where they will be charge is if a commercial or business entity want to use the clock's electricity (which has not happened at any point in the past), at which point they will take a meter reading before and after use, and charge accordingly.

Old Courthouse – The building is owned by Ruthin Town Council (RTC) and so any utility bills including electricity are paid by them, and any potential user of the electrical system will need to ask permission from them. The town council have agreed that it will be at their discretion whether or not to charge a group or organisation for electricity use based on the amount of electricity used. However, they have confirmed they will not charge any community events or markets that use the clock as a source of electricity e.g. Ruthin Festival, Ruthin Christmas Fair, markets etc since they want to support community events (so RTC will cover the cost of any electricity used). The only occurrence where they will be charge is if a commercial or business entity want to use the building's electricity (which has not happened at any point in the past), at which point they will take a meter reading before and after use, and charge accordingly.

Describe your delivery plan

This section should provide a brief description of the proposed activities and timescales

Dependent on when (and if) funding is approved, the town council would immediately contact the electrician to carry out the required works at the first available opportunity. It is hoped that the work could be carried out within 2 months of the electrician being given the go ahead (and in time for Ruthin Festival's planned Top of Town event in July 2022). The clock specialists Smith of Derby have confirmed they would be willing to attend the site any time if given a few days notice and would be booked to attend the day after the electrician has carried out his work.

The electrician has informed us the work on both sites should take no more than 1 day. Therefore, generally it is hoped the entire project would take no more than 3 months to complete, but hopefully in a much shorter time dependent on the work schedules of the electrician.

Describe how your project idea will deliver the following key outcomes

Events will be easier and most efficient to host and organise

How will your project idea make future events easier to put on? What challenges currently faced will your project idea overcome?

- Markets and other events could be held on the square with a reliable and suitable sized source of electricity – i.e. an electrical supply which meets the demand
- The power supply will be accessible from 2 points on the square to be suitable for any type of event held which means a source of electricity will be accessible from any point on the square
- Terminating the need for generator hire or requesting a power supply from private property

owners.

Events will be more sustainable

Describe how your project idea will help future events be more sustainable.

- Future events will be more sustainable by reducing the costs of securing an electrical supply, avoiding the expense of alternatives such as hiring generators or asking private property owners on the square for use of an electrical supply
- Securing a good quality power supply which is easily accessible to event organisers on the square making events more sustainable
- Reducing the risks posed by unreliable sources of electrical power which is a direct threat to events and can severely affect their sustainability and reputation

Events will be able to provide an enhanced experience for all

Describe how your project idea will enhance the experience for all those involved. This could include things such as improved accessibility, better quality infrastructure:

- Better quality infrastructure for events taking place on the square through improved accessibility to electrical power sources for entertainment on the square such as fair, sound systems, recorded music but also markets for things such as lighting, refrigeration or freezing
- Bringing the community together for more community events including marginalised groups and providing an opportunity for new and more varied events to take place on the square
- In the past at the festival's Top of Town event the experience was affected by the electrical supply to one of the music stages being unreliable and stopped, which led to the music stopping for a period of 30 minutes which affected the experience of the attending public and creating an urgent situation for the event organisers to resolve
- This project would provide an opportunity for more community events to take place on the square which in turn would support the town's centre economic viability and regeneration

Resources Required

Explain who will need to be involved to successfully deliver your project idea. Also indicate whether this work will be part of another scheme. If you are successful, relevant officers will work with you.

Electrician and Clock Specialist

The work will not be part of another scheme. There is however currently a volunteer led community project to restore the Town Clock. The Town Council have already contacted the Town Clock Restoration Committee who are also extremely supportive of this application since it will provide a reliable power supply to the eventual contractors who will undertake restorative works to the town clock structure.

Project Management – The town clerk acting on behalf of the town council will project manage this project including the communication with suppliers, providing access to the buildings and processing invoices as well as all other tasks required. Since the town clerk is a town council employee – no costs will be incurred for project management.

Have you consulted your [City, Town and Community Council Elected Member](#) and the local [County Councillor](#)?

Our preference is for you to work in partnership these

Yes – all 3 County Councillors for Ruthin (Councillors Emrys Wynne, Bobby Feeley and Huw Hilditch-

Roberts) and all are extremely supportive of this project. This application has been circulated to the 15 current Ruthin Town Councillors who unanimously voted to support the project.

Long Term Project Impact

Consideration should also be given to the Wellbeing and Environmental impacts on the community.

As stated in the fund's guidance, community events are a vital part of everyday life for the people in Denbighshire.

In Ruthin, we have a number of community events that are massively valued by the local community and their event organisers are looking to secure their long term sustainability and secure the infrastructure needed to make their event easier to organise logistically and financially. Rather than using unreliable and unsuitable sources of electricity this project would allow them use of a good electrical supply, which in turn could result in more community events being organised on the square. The community events which already take place contribute greatly to the economic viability and strength of Ruthin Town Centre and promote the town further afield e.g. Ruthin Festival's Top of Town event which has over 3000 people in attendance each year. This provides a vital income for the town's businesses.

The wellbeing of local people and the benefits to them in terms of having regular community events is unquestioned. It helps people who are isolated or lonely of all ages and backgrounds to feel a part of their community. The community events therefore have a positive impact on the mental health of people in the local community, as well as giving them the opportunity to start their own small business e.g. the markets, or see/take part in a cultural activity e.g. the festival.

Project Challenges

Consider the barriers that will need to be overcome in order to successfully deliver the project

The project has no real challenges except to be delivered in time for planned community events in 2022. The Town Council has already made contact with all the necessary stakeholders and secured the necessary permission and quotes, and don't foresee any problems or challenges to getting the project delivered.

CAPITAL COSTS

What is the current estimated capital cost of the project? If this is an estimate, please describe below how the cost was calculated.	<p>Electricity work at the Old Courthouse = £280.00</p> <p>Electricity work at Ruthin Clock Tower = £640.00</p> <p>Post-electrical work inspection of clock mechanism = £150.00</p> <p>Total = £1,070 (exclusive of VAT) (with VAT the total cost is £1,284.00)</p>
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In arriving at the above estimated cost, consideration has been made for:	N/A	NO	YES
• Feasibility (surveys, market research, etc.)	YES		
• Project management			YES
• Land/property acquisition	YES		
• Land preparation/remediation	YES		
• Demolition and/or site security	YES		
• Construction and/or refurbishment costs	YES		
• Highways work	YES		
• ICT infrastructure and hardware	YES		
• Fixtures, fittings and furniture			YES
• Planning/Building Regulation Costs			YES
• Design Team Fees (architects, QS, etc.)	YES		
• Legal Costs and Fees	YES		

Additional funding sources

Are you aware of any match-funding opportunities? If so, please list below.

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Ongoing Costs

Please use the box below to provide any details in relation to how consideration has been given to future running costs and how they will be met (including additional insurance, license, maintenance, energy and staffing costs). Please be clear how the infrastructure installation will be maintained, and how you would cover these costs in the future.

The Town Council agree to the maintenance of the 32 amp sockets at their own expense once they are installed since they would be part of their property at the Old Courthouse and part of the building's regular electrical servicing and testing. They insure the Old Courthouse as part of their property portfolio and this addition would be insured under this policy.

Property Services at Denbighshire County Council have agreed to the perpetual maintenance of the Town Clock and service the electrical system of the clock on a regular basis. They insure the Town Clock as part of their property portfolio and this addition would be insured under this policy.

It is not envisaged that the electrical changes to either building will result in any increase in the maintenance or insurance costs. Any community event organisers would need to request use of the installed electrical points by either Ruthin Town Council (for the Old Courthouse) or Denbighshire County Council (for the town clock).

Internal Use Only

DELIVERY CONFIDENCE

This section should be completed by the Head of Service from the service involved with the delivery responsibility for the project, or with responsibility for the DCC officer who will act as the key point of contact if the project is proposed to be delivered by an external organisation.

Head of Service:	
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Confidence Level	High	Medium	Low
What is your confidence level that the identified lead delivery service/organisation has the capacity and capability to deliver the project?			
What is your confidence level that the project can be delivered within the timescales detailed?			
What is your confidence level that the project can be delivered within the costs detailed within the capital funding section?			
What is your confidence level that the project will secure any external funding detailed within the capital funding section?			
What is your confidence level that the revenue implications of the project have been properly thought through and documented in the revenue costs section?			

Criteria	PASS	FAIL
Confidence level that the revenue implications of the project have been properly thought through	Future DCC revenue implications have been fully considered and can be budgeted for	Future DCC revenue implications have not been properly considered or cannot be budgeted for

If the project has passed the above test, the following assessment criteria apply:

Criteria	Score 2	Score 1	Score 0
1. Evidence of Need – Existing Infrastructure	Clear and significant evidence of need for project documented	Some evidence of need documented	No evidence of need documented
2. Clarity of Output	It is clear and unambiguous what the project will deliver	An outline of what the project will deliver is documented but further clarity is required.	It is not clear what output the project will deliver
3. Benefits	Benefits of the project are clear, measurable and well-articulated	Limited benefits have been identified	No clear benefits have been identified
4. Impact – Wellbeing/ Environmental/ Economic	Identified benefits will impact a wide range and significant number of local residents or businesses	Identified benefits will impact on a “community of need” (e.g. sports club, local interest group, particular business sector)	No evidence of any significant impact on residents or businesses.
5. Ongoing costs	Clear and significant evidence of consideration of ongoing costs	Some evidence that ongoing costs have been considered	No evidence that ongoing costs have been considered
6. Confidence level in lead delivery service/organisation’s capacity/capability to deliver the project	High - Full confidence in the delivery body’s capacity and capability to deliver	Medium - Some confidence in the delivery body’s capacity and capability to deliver but with some reservations	Low - No confidence in the delivery body’s capacity and capability to deliver
7. Confidence level that the project can be delivered within the forecast timescales	High - Full confidence that the project output can be delivered within forecast timescales	Medium - Some confidence that the project output can be delivered within forecast timescales but with some reservations	Low - No confidence that the project output can be delivered within forecast timescales
8. Confidence level that the project can be delivered within the estimated capital costs	High - Full confidence that the project output can be delivered within estimated capital costs	Medium - Some confidence that the project output can be delivered within estimated capital costs but with some reservations	Low - No confidence that the project output can be delivered within estimated capital costs