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To: All members of the Grants Committee (Councillors D Biddleston, T Crouch, C. Fricker, A Greenfield, A Halliday, R King and A McGuinness)

c.c. All other Town Councillors

Dear Councillors,

You are requested to attend a meeting of the **Grants Committee** to be held in the **Key Centre (upstairs room) Charlton Road**, on **Tuesday 4th June 2019** commencing at 7.30 p.m.

The Agenda for the meeting appears below.

29th May 2019

Dawn Drury
Deputy Town Clerk

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit. You will be directed to safe assembly point

Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. APPOINTMENT OF CHAIRMAN

To note that Councillor D Biddleston be appointed as Chair of the Committee for the municipal year 2019 -20, as agreed at the Town Council meeting held on 14th May 2019.

RECOMMENDED:

To note the above information.

2. APPOINTMENT OF VICE CHAIRMAN

To note that Councillor R King be appointed as Vice Chair of the Committee for the municipal year 2019 -20, as agreed at the Town Council meeting held on 14th May 2019.

RECOMMENDED:

To note the above information.

3. MEMBERSHIP

That Councillors D Biddleston, T Crouch, C Fricker, A Greenfield, A Halliday, A McGuinness and R King be appointed members of the Committee for the municipal year 2019-20, as agreed at the Town Council meeting held on 14th May 2019.

RECOMMENDED:

To note the above information.

4. TERMS OF REFERENCE

NAME OF COMMITTEE	Grants
MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council, one of whom must be a member of Arts Joint Committee
FUNCTIONS	<ul style="list-style-type: none"> • To formulate a criteria for determining the eligibility for grant applications. • To determine the format of the applications forms and associated information necessary. • To consider and determine every grant application within the agreed criteria and budget • Ensure publicity is undertaken involving all aspects of the grant process. • To monitor and manage the approved budget allocated to grants. • To arrange and hold a grants presentation evening where successful applicants will be expected to attend to give a brief presentation on their group or organisation. • To receive a report from each applicant to back up their expenditure.
DELEGATED POWERS	Authorised to exercise the functions of the Council in considering and assessing applications for financial grant aid and allocating awards as is deemed appropriate within the total predetermined budget for that purpose.

REFERRED BUSINESS	Any changes requested by the grant applicant to the grant awarded. Requests to claim the grant in a different financial year to that already agreed.
QUORUM	3 members of the Grants committee
FREQUENCY OF MEETINGS	Twice a year

The above Terms of Reference were approved at the Annual Town Council meeting, under no circumstances should a Committee be allowed to make or change its Terms of Reference, this is to be done by the full Town Council.

RECOMMENDED:

To note the above Terms of Reference.

5. APOLOGIES FOR ABSENCE

6. DECLARATIONS OF INTEREST

RECOMMENDATION:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 19th September 2017) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464. and as per Standing Order 38 (Non-disclosable pecuniary interests).

7. DISPENSATIONS

In accordance with Standing Order 37(a), to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

8. CONFIRMATION OF MINUTES

RECOMMENDED:

That the minutes of the Grants Committee meeting held on **Tuesday 5th March 2019** (attached) be approved as a correct record and signed by the Chairman.

9. UPDATE ON GRANTS UNCLAIMED FROM 2018/19

To note that the following grants were unclaimed from 2018/19

Bristol History & Archaeology Society	£ 750
St. Dunstan's Church	£ 500
The Woodworks Project - Arts	£ 500

Total unclaimed: £1750

10. ANNUAL GRANT GIVING EXERCISE 2019 -20

RECOMMENDED:

That the Committee considers the attached report.

11. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on **Tuesday 3rd March 2020** at 7.30 p.m.