



Katherine Sears – Deputy Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Office telephone: 0117 9868683
E-mail: deputytownclerk@keynsham-gov.uk
www.keynsham-tc.gov.uk

To All Members of the Grants Committee: Cllrs Alex Beaumont, Dave Biddleston (Chair) Charlotte Buxton, Clive Fricker, Alan Greenfield, Andy Halliday and Andy McGuinness.

c.c. All other Councillors

Dear Councillor

You are invited to attend a meeting of the **GRANTS COMMITTEE on Wednesday 1st March 2023 commencing at 7.30pm in the Town Council office.**

Signed on 22 February 2023

A handwritten signature in black ink, appearing to be "KLS", with a long horizontal flourish extending to the right.

Katherine Sears
By Deputy Town Clerk

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

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

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

GRANTS COMMITTEE MEETING

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) 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 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, 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.

RECOMMENDATION: To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item(s) being discussed, that Members may only become aware of during the meeting itself.

4. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e)(ii), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION: That the minutes of the GRANTS Committee meeting held on 16th June 2022 (previously circulated) be received and noted.

6. GRANT AWARDS 2022 – 2023

Annual Grant awards totalling £20,667.66 for general grants and £14,977.32 for Environmental Grants were approved at the Grants Committee meeting on 15th June 2022.

A number of the awards were paid on 22nd June 2022, but grants relating to equipment purchase, or to fund special activities/events, are not normally paid until satisfactory evidence has been produced to support the claim.

Awards not yet claimed are as follows:

Golden Oldies Charity	£ 496
Key Voices	£ 525
Keynsham District Guides	£ 1100
Keynsham Orchestra	£ 1000
Longwell Green Netball Club	£ 1030.66
St Johns School Association	£ 1100
Total outstanding:	£ 6034.66

All applicants are aware of the 31st March 2023 deadline for the payment of awards.

RECOMMENDED:

That the information concerning the awarding of Grants for 2022-23 is noted.

7. GRANT AWARDS 2023 – 2024 : APPLICATION PACK (attached)

RECOMMENDED:

That the attached draft Application Pack for Grant Awards for 2023 - 2024 including policy guideline for general and environmental grants, plus the template single use plastic policy (approved) are noted. Any amendment suggestions to be made to the Deputy Town Clerk.

8. GRANT AWARDS 2023 – 2024: MEDIA RELEASE AND POSTER (attached)

RECOMMENDED:

That the draft Media Release and poster for the 2023 – 2024 Grant Awards be noted. Any amendment suggestions to be made to the Deputy Town Clerk.

9. GRANT AWARDS 2023 – 2024: PRESENTATION EVENING

In previous years, the Town Council has held a Grants Presentation Evening to present Grant Awards and provide an opportunity for the applicants to meet and hear about the range of voluntary work taking place for the benefit of Keynsham residents and this event usually takes place in July.

RECOMMENDED:

That the Grants Presentation be held on the evening of Thursday 20th July 2023 - 7.00 p.m. for a 7.15 p.m. start in The Space, Market Walk.

10. GRANT AWARDS 2023 – 2024 DRAFT TIMETABLE

The following timetable is proposed for the Grant Awards exercise for 2023/2024.

Wednesday 1st March 2023 Grants Committee agrees Grant Application Pack, supporting literature, timetable and publicity issues.

Monday 6 th March 2023	Media Release circulated.
Friday 31 st March 2023 – Sunday 30 th April 2023	Application packs available.
Friday 12 th May 2023	Closing date for applications.
Wednesday 14 th June 2023	Grants Committee considers applications.
Thursday 15 th June 2023	Applicants are notified of the Town Council’s decisions.
Thursday 20 th July 2023	Grants Presentation Evening (7.00 p.m. for 7.15 p.m. start) in The Space (above the Library), Keynsham. It is anticipated that the successful applicants or their representatives will attend.

RECOMMENDED:

That the draft timetable as detailed above is noted.

11. DATE OF NEXT MEETING

RECOMMENDED:

To note that the scheduled date for the Committee's next meeting is **Wednesday 14th June 2023 at 7.30 p.m. in the Town Council office.**