



Deputy Town Clerk: Katherine Sears
15 – 17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
E-mail: deputytownclerk@keynsham-tc.gov.uk

To: All members of the Grants Committee: S Alenshasy, D Biddleston, C Brennan,
C Davis, C Fricker, A Greenfield, M Woodward

c.c. All other Town Councillors

Dear Councillors,

You are requested to attend a meeting of the **Grants Committee** to be held in the **Town Council Office**, on **Wednesday 14th June 2023** commencing at 7.30 p.m.

The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "KLS", with a horizontal line extending to the right.

7th June 2023
Katherine Sears
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

RECOMMENDED:

To appoint a Chair of the Committee for the Municipal Year 2023-24, as agreed at the Town Council meeting held on 23rd May 2023.

2. APPOINTMENT OF VICE CHAIRMAN

RECOMMENDED:

To appoint a Vice Chair of the Committee for the Municipal Year 2023-24, as agreed at the Town Council meeting held on 23rd May 2023.

3. MEMBERSHIP

That Councillors S Alenshasy, D Biddleston, C Brennan, C Davis, C Fricker, A Greenfield and M Woodward be appointed members of the Committee for the Municipal Year 2023-24, as agreed at the Town Council meeting held on 23rd May 2023.

RECOMMENDED:

To note the above information.

4. APOLOGIES FOR ABSENCE

5. 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)

6. 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.

7. TERMS OF REFERENCE

NAME OF COMMITTEE	GRANTS Committee
MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council
FUNCTIONS	<ul style="list-style-type: none"> (i) To formulate a criteria for determining the eligibility for grant applications. (ii) To determine the format of the applications forms and associated information necessary. (iii) To consider and determine every grant application within the agreed criteria and budget. (iv) Ensure publicity is undertaken involving all aspects of the grant process. (v) To monitor and manage the approved budget allocated to grants. (vi) 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. (vii) 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	<p>Any changes requested by the grant applicant to the grant awarded.</p> <p>Requests to claim the grant in a different financial year to that already agreed.</p>
QUORUM	3 members of the Grants Committee
FREQUENCY OF MEETINGS	Twice a year

RECOMMENDATION:

To consider the Terms of Reference for the Grants Committee and make a recommendation to full Council of any amendments required.

8. CONFIRMATION OF MINUTES

RECOMMENDED:

That the minutes of the Grants Committee meeting held on **Tuesday 1st March 2023** (attached) be approved as a correct record and signed by the Chairman.

9. KEYNSHAM TOWN COUNCIL 4 YEAR PLAN (attached)

RECOMMENDATION:

To consider the KTC 4 Year Plan and to make any recommendations to full Council of any amendments or additions required.

10. UPDATE ON GRANTS UNCLAIMED FROM 2022/23

RECOMMENDED:

To note that the following grant will not be paid from 2022/23, as agreed at the Town Council meeting on 23rd May 2023.

St John's Primary School Association	£1100
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11. REPORTS FROM SUCCESSFUL GRANT APPLICATIONS 2022 – 23 (attached)

11.1 Age UK Bath and North East Somerset (see attached)

11.2 Walkers are Welcome (see attached)

12. ANNUAL GRANT GIVING EXERCISE 2023 -24 (attached)

RECOMMENDED:

That the Committee considers the report.

13. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on **Wednesday 6th March 2024** at 7.30 p.m.