



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 Souzan Alenshasy, Adrian Beaumont, Dave Biddleston, Caitlin Brennan, Chris Davis, Clive Fricker, Alan Greenfield

c.c. All other Councillors

Dear Councillor

You are invited to attend a meeting of the **GRANTS COMMITTEE on Wednesday 6th March 2024 commencing at 7.30pm in the Town Council office.**

Signed on 28 February 2024

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

Katherine Sears
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 14th June 2023 (previously circulated) be received and noted.

6. GRANT AWARDS 2023– 2024

Annual Grant awards totalling £22,100.00 for general grants and £15,546.26 for Environmental Grants were approved at the Grants Committee meeting on 14th June 2023.

A number of the awards were paid on 21st June 2023, 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 (as of 28th Feb 2024):

Baby Comes Too	£ 500
Bristol History & Archaeology Society	£ 526.26
Churches Together Keynsham & Saltford	£ 1100
Golden Oldies Charity	£ 500
Keynsham Community Energy	£ 1000
Keynsham Explorer Scout Unit	£ 1000
Keynsham Orchestra	£ 1000
Messy Church Keynsham Methodist Church	£ 500
One Church	£ 1100
Somerdale Shed and Community Garden	£ 575
Total outstanding:	£ 7801.26

All applicants are aware of the 31st March 2024 deadline for the payment of awards.

RECOMMENDED:

That the information concerning the awarding of Grants for 2023-24 be noted.

7. GRANT AWARDS 2024 – 2025 : APPLICATION PACK (attached)

RECOMMENDED:

To consider the attached draft Application Pack for Grant Awards for 2024 - 2025 including policy guideline for general and environmental grants, plus the template single use plastic policy (approved).

8. GRANT AWARDS 2024 – 2025: MEDIA RELEASE AND POSTER (to follow)

RECOMMENDED:

That the draft Media Release and poster for the 2024 – 2025 Grant Awards be noted. Any amendment suggestions to be made to the Deputy Town Clerk.

9. GRANT AWARDS 2024 – 2025: 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 25th July 2024 - 7.00 p.m. for a 7.15 p.m. start in The Space, Market Walk

10. GRANT AWARDS 2024 – 2025 DRAFT TIMETABLE

The following timetable is proposed for the Grant Awards exercise for 2024/2025.

Wednesday 6 th March 2024	Grants Committee agrees Grant Application Pack, supporting literature, timetable and publicity issues.
Monday 11 th March 2024	Media Release circulated.
Monday 1 st April 2024 – Tuesday 30 th April 2024	Application packs available.
Friday 10 th May 2024	Closing date for applications.
Wednesday 12 th June 2024	Grants Committee considers applications.
Thursday 13 th June 2024	Applicants are notified of the Town Council’s decisions.
Thursday 25 th July 2024	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 approved.

11. DATE OF NEXT MEETING

RECOMMENDED:

To note that the scheduled date for the Committee's next meeting is **Wednesday 12th June 2024 at 7.30 p.m. in the Town Council office.**