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

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 12th June 2024** 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.

6th June 2024
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 2024-25, as agreed at the Town Council meeting held on 21st May 2024.

2. APPOINTMENT OF VICE CHAIRMAN

RECOMMENDED:

To appoint a Vice Chair of the Committee for the Municipal Year 2024-25, as agreed at the Town Council meeting held on 21st May 2024.

3. MEMBERSHIP

That Councillors S Alenshasy, D Biddleston, C Brennan, C Davis, C Fricker, A Greenfield and A Halliday be appointed members of the Committee for the Municipal Year 2024-25, as agreed at the Town Council meeting held on 21st May 2024.

RECOMMENDED:

To note the above information.

4. APOLOGIES FOR ABSENCE

To receive and accept any 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

RECOMMENDED:

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

8. RECORD OF PREVIOUS MINUTES

RECOMMENDED:

That the minutes of the Grants Committee meeting held on Tuesday 6th March 2024 (previously circulated) be approved as a correct record and signed by the Chairman.

9. LARGE GRANTS FOR OUTSIDE BODIES APPLICATION FORM (attached)

RECOMMENDED:

- i) To review the application form for the Large Grants for Outside Bodies.*
- ii) To recommend any changes to full Council.*

10. ANNUAL GRANT GIVING EXERCISE 2024 -25 (attached)

RECOMMENDED:

- (i) That the Committee considers the report.*
- (ii) That the Committee decide on the allocation of the grant funds.*

11. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on Wednesday 5th March 2025 at 7.30 p.m.