



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 Hal MacFie, Caitlin Brennan,
Dave Biddleston, Chris Davis, Clive Fricker Alan Greenfield and Andy
Halliday

c.c. All other Councillors

Dear Councillor

You are invited to attend a meeting of the **GRANTS COMMITTEE on Wednesday
19th March 2025 commencing at 11am in the Town Council office.**

Signed on 12th March 2025

A handwritten signature in black ink, appearing to read "KLS", with a long horizontal flourish 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

RECOMMENDED:

That the minutes of the GRANTS Committee meeting held on 12th June 2024 (previously circulated) be received and noted.

6. GOOD CITIZEN AWARD 2025-2026

RECOMMENDED:

To confirm the amendment to the criteria and wording on the Good Citizen Application. Stating that the Council will honour individuals who serve the community of Keynsham but do not live in the town.

7. GRANT AWARDS 2024– 2025

Annual Grant awards totalling £29,912.79 for General Grants and £8,928.00 for

Environmental Grants were approved at the Grants Committee meeting on 12th June 2024.

A number of the awards were paid on 19th June 2024, 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 12th March 2025):

Ammonites Trefoil Guild	£ 200.00
Dorothy House Hospice	£ 1,000.00
Keynsham District Guides	£ 1,100.00
Keynsham Orchestra	£ 800.00
Total outstanding:	£ 3,100.00

All applicants are aware that 31st March 2025 is the deadline for the payment of grants.

RECOMMENDED:

That the information concerning the awarding of Grants for 2024-25 be noted.

8. GRANTS AWARDED 2024-2025 – LETTERS OF GRATITUDE (attached)

8.1 Letter from Saltford Santa Dash

RECOMMENDED:

Receive and note the email of thanks from Saltford Santa Dash

8.2 Report from Children’s Scrap Store

RECOMMENDED:

Receive and note the report from Children’s Scrapstore

9. GRANT AWARDS 2025 – 2026 : APPLICATION PACK (attached)

RECOMMENDED:

- i) To consider the attached draft Application Pack for Grant Awards for 2025 - 2026*
- ii) To consider the policy guidelines for general and environmental grants, plus the template single use plastic policy.*

10. GRANT AWARDS 2025 – 2026: 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.

11. GRANT AWARDS 2025 – 2026: 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:

- i) To confirm a date for the Grants Presentation Evening*
- ii) To confirm the structure of this event.*

12. GRANT AWARDS 2025 – 2026 DRAFT TIMETABLE

The following timetable is proposed for the Grant Awards exercise for 2025/2026.

Wednesday 19th March 2025 Grants Committee agrees Grant Application Pack, supporting literature, timetable and publicity issues.

Monday 24th March 2025 Media Release circulated.

Tuesday 1st April 2025 –
Wednesday 30th April 2025 Application packs available.

Friday 9th May 2025 Closing date for applications.

Wednesday 11th June 2025 Grants Committee considers applications.

Thursday 12th June 2025 Applicants are notified of the Town Council's decisions.

DATE TBC 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.

13. DATE OF NEXT MEETING

RECOMMENDED:

To note that the scheduled date for the Committee's next meeting is **Wednesday 11th June 2025 at 7.30 p.m. in the Town Council office.**

