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REMOTE COUNCIL MEETINGS.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”), Keynsham Town Council will be holding Council and Committee meetings virtually using the Zoom platform whilst these regulations remain in place during the COVID crisis.

The meeting ID and password specific for the meeting concerned will be available on the agenda posted on the Town Council website, so that members of the public can attend. Details of how to join a meeting using Zoom can be accessed here <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The Council will be prioritising and focusing on urgent issues/business. Members of the public wishing to address the Council during Public Participation are asked to bring this to the attention of the Clerk or in any case the Chairman before the start of the meeting and are reminded that the Council cannot make any decision on matters that do not appear on the agenda. If any members of the public have questions about matters not on the agenda, they are requested to contact the Clerk of the meeting by telephoning **07904 161097** or emailing deputytownclerk@keynsham-tc.gov.uk

To: - Members of the Grants Committee (Councillors D Biddleston (Chair), C Buxton, A Crouch , C Fricker, A Greenfield, A Halliday and A McGuinness)

c.c. All other Town Councillors.

Dear Councillor,

You are requested to attend a meeting of the **Grants Committee** to be held **Virtually via Zoom** on **THURSDAY 27th August 2020 at 7.30pm.**

Members of the public can attend the meeting via Zoom

Meeting ID: 840 7435 5921

Password: 66757

Details of how to join a meeting using Zoom can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The Agenda for the meeting appears overleaf.

20th August 2020

Dawn Drury
Deputy Town Clerk

AGENDA

1. APPOINTMENT OF CHAIRMAN

To note that Councillor D Biddleston be appointed as Chair of the Committee for the municipal year 2020-21, as agreed at the Town Council meeting held on 19th May 2020.

RECOMMENDED:

To note the above information.

2. APPOINTMENT OF VICE CHAIRMAN

To note that Councillor A McGuinness be appointed as Vice Chair of the Committee for the municipal year 2020-21, as agreed at the Town Council meeting held on 19th May 2020.

RECOMMENDED:

To note the above information.

3. MEMBERSHIP

That Councillors D Biddleston (Chair), C Buxton, A Crouch , C Fricker, A Greenfield, A Halliday and A McGuinness be appointed members of the Committee for the municipal year 2020-21, as agreed at the Town Council meeting held on 19th May 2020.

RECOMMENDED:

To note the above information.

4. TERMS OF REFERENCE

NAME OF COMMITTEE	Grants
MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council, one of whom must be a member of Arts Joint Committee
FUNCTIONS	<ul style="list-style-type: none"> • To formulate a criteria for determining the eligibility for grant applications. • To determine the format of the applications forms and associated information necessary. • To consider and determine every grant application within the agreed criteria and budget • Ensure publicity is undertaken involving all aspects of the grant process. • To monitor and manage the approved budget allocated to grants.

	<ul style="list-style-type: none"> 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. 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

The above Terms of Reference were approved at the Annual Town Council meeting, under no circumstances should a Committee be allowed to make or change its Terms of Reference, this is to be done by the full Town Council.

RECOMMENDED:

To note that an amendment to the membership to omit the wording 'one of whom must be a member of Arts Joint Committee' be taken to Full Council for change to the Terms of Reference.

5. **APOLOGIES FOR ABSENCE**

6. **DECLARATIONS OF INTEREST**

RECOMMENDATION:

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)

7. 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.

8. CONFIRMATION OF MINUTES

RECOMMENDED:

That the minutes of the Grants Committee meeting held on **Tuesday 3rd March 2020** (attached) be approved as a correct record and signed by the Chairman.

9. UPDATE ON GRANTS UNCLAIMED FROM 2019/20

To note that the following grants were unclaimed from 2019/20

Keynsham Wombles	£ 600
Keynsham Action Network	£ 750
Friends of Somerdale Educate Together	£ 300
Total outstanding:	<u>£1650</u>

10. ANNUAL GRANT GIVING EXERCISE 2020-21

RECOMMENDED:

That the Committee considers the attached report.

11. GRANTS PRESENTATION EVENING

To decide on a date and a format for a virtual Grants Presentation Evening.

12. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on **Tuesday 2nd March 2021** at 7.30 p.m.