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To All Members of the Grants Committee: Cllrs Dave Biddleston (Chair)
Charlotte Buxton, Clive Fricker, Alan Greenfield, Andy Halliday and Andy
McGuinness.

c.c. All other Councillors

Dear Councillor

You are invited to participate in a remote attendance of the **GRANTS COMMITTEE**
on Tuesday 2nd March 2021 commencing at 7.30pm

Signed on 23 February 2021

Dawn Drury
By Dawn Drury, Deputy Town Clerk

This meeting is open to Members of the Public. For telephone dial in details please
contact the Deputy Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/87279060541?pwd=NlFJRHFuZTNXTnIzQkZHaDlGWXJZZz09>

Meeting ID: 872 7906 0541

Passcode: 839590

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 AGENDA

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. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Grants Committee meeting held on Thursday 27th August 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e), 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.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

6. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3(e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

7. ITEM FOR CONSIDERATION – KEYNSHAM LIFE SAVING CLUB

An email has been received from Keynsham Life Saving Club dated 22nd February in respect of the 2020 – 2021 grant award.

‘We had originally intended to spend the grant on facilities hire and marketing and promotion. Unfortunately, we've had to pause our pool-based training during the pandemic, and we won't be able to re-start until the new financial year. Is there any possibility of carrying over a proportion of the 20/21 grant into the early part of next year, please? We are anticipating a significant drop in our membership numbers once we do resume training, and past experience shows that it can take a while to build-up numbers to a point where we break-even on pool hire. If we were able to carry over a proportion of this grant to next year, it would provide a much-needed "buffer" and help us rebuild the club.

We appreciate that the constraints of the council's financial planning cycle may mean it's not possible to move money between financial years - if that's the case, we may elect to use the grant money on marketing and promotion in a bid to generate new members in anticipation of re-starting in Apr/May/June time’.

RECOMMENDATION

To consider the contents of the above email and make a recommendation to full Council.

8. GRANT AWARDS 2020 – 2021

Annual Grants awards totalling £18,482.00 for general grants and £6,229.00 for Environmental Grants were approved at the Grants Committee meeting on 27th August 2020.

A number of the awards were paid on 24th September 2020, 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:

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|--|-------|
| 1 st Keynsham Scouts | £1000 |
| Castle Primary School Friends of Group | £ 600 |
| Golden Oldies Charity | £ 534 |
| Hawthorn Court Residents Association | £ 170 |
| Keynsham Life Saving Club | £ 695 |
| Keynsham Light Opera Group | £ 400 |
| Keynsham Town Junior Football Club | £1000 |
| Keynsham Wombles | £ 500 |
| Phoenix Keynsham Youth Theatre | £ 400 |
| Somerdale Shed | £ 500 |
| St. John's School Association | £1000 |
| Total outstanding: | £6799 |

Transition Keynsham – Food Group – a decision has had to been made that due to B&NES changing their mind on the location of the accessible raised beds in the vegetable plot (Keynsham Memorial Park) and the insistence that this Group use B&NES recommended Contractor, the project can no longer go ahead due to high-cost implications. The grant of £1000 will remain unclaimed.

All applicants are aware of the 31st March 2021 deadline for the payment of awards.

RECOMMENDED:

That Members receive and note the information concerning the awarding of grants for 2020-21.

9. GRANT AWARDS 2021 – 2022 : APPLICATION PACK

To consider the attached draft Application Pack for grant awards for 2021 - 2022 including policy guideline for general and environmental grants, plus the template single use plastic policy (approved).

10. GRANT AWARDS 2021 – 2022: MEDIA RELEASE AND POSTER

To consider draft Media Release (attached) and poster (attached) for the 2020 – 2021 grant awards.

11. GRANT AWARDS 2021 – 2022: 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. In 2020, this event had to be cancelled due to COVID restrictions.

RECOMMENDED:

That a date and plans for a Grants Presentation Evening be considered at the next Grants Committee meeting to be held on Wednesday 16th June 2021.

12. GRANT AWARDS 2021 – 2022 DRAFT TIMETABLE

The following timetable is proposed for the Grant Awards exercise for 2021/2022.

| | |
|--|--|
| Tuesday 2 nd March 2021 | Grants Committee agrees Grant Application Pack, supporting literature, timetable and publicity issues. |
| Monday 8 th March 2021 | Media Release circulated. |
| Thursday 1st April – Friday 30 th April 2021 | Application packs available. |
| Friday 14 th May 2021 | Closing date for applications. |
| Wednesday 16 th June 2021 | Grants Committee considers applications. |
| Thursday 17 th June 2021 | Applicants are notified of the Town Council's decisions. |
| Wednesday 14 th July 2021 | COVID regulations permitting - 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 Members consider the draft timetable as detailed above.

13. DATE OF NEXT MEETING

RECOMMENDED:

To note that the scheduled date for the Committee's next meeting is **Wednesday 16th June 2021 at 7.30 p.m. (Virtual or venue to be confirmed).**