

# KEYNSHAM TOWN COUNCIL

Minutes of the Grants Committee meeting held on  
Wednesday 1<sup>st</sup> March 2023 at 7.30pm in the Town Council office

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## PRESENT:

Councillors: D Biddleston, C Fricker, A Halliday, A McGuiness

IN ATTENDANCE: Katherine Sears – Deputy Town Clerk  
Amanda Hazell - RFO

Not Present: Cllr A Beaumont, C Buxton, A Greenfield

## 1. APOLOGIES

*None.*

## 2. DECLARATIONS OF INTEREST

*None.*

## 3. DISPENSATIONS

*There were none.*

## 4. RECORD OF PREVIOUS MEETINGS

### **RESOLVED:**

*That the minutes of the GRANTS Committee meeting held on 16<sup>th</sup> June 2022 were confirmed as a true record and were signed by the Chair.*

## 5. PUBLIC PARTICIPATION

*There were none.*

## 6. GRANT AWARDS 2022 – 2023

*Discussion around whether to remind the 6 organisations that they haven't claimed their grant. Proposed and voted.*

### **RESOLVED:**

*DTC to email the 6 organisations to remind them to claim their grant within the deadline.*

## 7. GRANT AWARDS 2023 – 2024: APPLICATION PACK

*There was a discussion around whether the larger grants that KTC issue could follow the same vigorous process of application as these smaller grants.*

### **RESOLVED:**

*App Form Page 8 – remove “racial” so that it covers all equality.*

*App Form Page 9 - DTC to check “Crime & Disorder Act” is relevant and appropriate.*

*DTC to manage the single use plastic policy, ensuring that these are submitted with forms.*

*DTC to check all figures are accurate in App Form and guidelines.*  
*Policy Guidelines section 13: to add "Chair of Grants Committee" alongside Town Clerk – all in favour.*  
*Policy Guidelines section 25: change the wording "Applicant organisation should provide evidence of adopting and following the ethos of a single use plastics policy"*  
*Funding Timetable: change 2022 to 2023.*  
*Single Use Plastic Policy: Add signature and date to bottom.*

**8. GRANT AWARDS 2023 – 2024: MEDIA RELEASE AND POSTER**

*Discussion around that social media posts should be less "wordy" and more eye catching.*

**RESOLVED:**

*Post – if printed, for the green and white to be flipped to reduce the amount of ink.*  
*DTC to check "More than 16 years."*

**9. GRANT AWARDS 2023 – 2024: PRESENTATION EVENING**

**RESOLVED:**

*Agreed that the presentation evening will be held on Thursday 20<sup>th</sup> July, 7pm for a 7.15pm start.*

**10. GRANT AWARDS 2023 – 2024 DRAFT TIMETABLE**

**RESOLVED:**

*Timetable agreed.*

**11. DATE OF NEXT MEETING**

*That the next Committee meeting will be held on Wednesday 14<sup>th</sup> June 2023 at 7.30 p.m. in the Town Council office.*

The meeting finished at 8.15 p.m.

Signed: .....  
(Chairman)

Date: .....