

KEYNSHAM TOWN COUNCIL

Minutes of the meeting of the Grants Committee held in the Key Centre, Chalrton Road, Keynsham, on Tuesday 3rd March 2020 at 7.30 pm.

PRESENT: Councillors D Biddleston (Chair), C Fricker, A Greenfield and A McGuinness

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

25. APOLOGIES FOR ABSENCE

Councillors T Crouch and R King

26. DECLARATIONS OF INTEREST

There were none.

27. DISPENSATIONS

There were none

28. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the meeting of the Grants Committee held on 4th June 2019 be approved as a correct record and signed by the Chairman.

29. PUBLIC PARTICIPATION

There were no members of the public present.

30. GRANT AWARDS 2019 - 2020

Members reviewed the list of outstanding grants. There were seven outstanding as recorded on the agenda: -

Awards not yet claimed are as follows:

Southside Family Project	£ 300
Keynsham Wombles	£ 600
Keynsham Explorer Scouts	£ 500
Keynsham Community Fridge	£1000 (receipts pending)
Keynsham Action Network	£ 750
Friends of Somerdale Educate Together	£ 300
Chandag Infant School PTA	£ 250 (now paid)

Total outstanding: £3700

Receipts are awaited in respect of applications from Friends of Manor Road Woodland and KLOGS/Phoenix Youth Theatre, as discussed at Town Council meeting on 18th February and these awards will be paid in due course.

All applicants are aware of the 31st March 2020 deadline for the payments of awards.

RESOLVED:

That the above information be noted.

31. GRANT AWARDS 2020 - 21: APPLICATION PACK

The Grant Award application form and Policy Guidelines for 2020/2021 needed the following: -

The Policy Guideline needed two amendments and one new clause: -

- (i) That point 5, be amended to read – “The primary intention of the Town Council’s grant scheme is to support new events, projects, to purchase items and for environmental & sustainable projects in the town and **the maximum grant payable to any one organisation will be £1,000**”.
- (ii) That new point 6, be included – “The Town Council Grants Committee will assess each application and decide whether to support the grant application from either the General Grants award budget of £20,000 or through the Environmental Grants award budget of £10,000. There is no guarantee that a grant will be awarded from either budget”.
- (iii) That point 13, be amended to read – “Any changes to how an allocated grant is spent will be at the discretion of the Town Clerk, Chair and Vice Chair of Grants Committee (together) and there will be no need to refer these changes back to the Town Council.

RESOLVED:

That with the one new clause and two amendments the Grant Award application pack (Grant Application Form and Policy Guidelines) for 2020/2021 should be approved.

32. GRANT AWARDS 2020 - 21: MEDIA RELEASE AND POSTER

The poster needed three amendments to produce a version for printing: -

- 1) That the poster background colour should be amended to use less ink. A white background with alternative colour ink for the text proposed.
- 2) That one of the pictures which is a duplicate be changed (image of people with masks).
- 3) That the left hand image above the word nature be changed to show a view related to Keynsham and not a view of the sea.

RESOLVED:

- i) That with these amendments the printable version of the poster for 2020/2021 should be approved.
- ii) That the original version of the poster be used on Facebook and the Town Council website.

The Media Release required no amendments.

RESOLVED:

That the Media Release for 2020/2021 should be approved.

33. GRANT AWARDS 2020 - 21: PRESENTATION EVENING

The following was discussed and agreed: -

- (i) The format be similar to 2019, including the tombola of extra awards
- (ii) Other sources of sponsorship of the event be sourced to try and increase the funds for the tombola prizes
- (iii) David be asked to produce a power point similar to 2019's showing the grant award organisation's in action or using equipment that they have purchased with previous grant funds awarded
- (iv) That Richard be asked to provide musical (organ) accompaniment
- (v) That Wellsway be asked if the lectern can be borrowed again
- (vi) There be a comfort break in the middle of proceedings
- (vii) That there be an opportunity at the end of the evening for networking.
- (viii) That a feedback form be produced, so that organisations may give their views on the evening.

The presentation evening date was considered: -

RESOLVED:

That the Presentation Evening be held on Wednesday 15th July 2020 at 7.00 p.m. for 7.15 p.m.

34. GRANT AWARDS 2020/2021 TIMETABLE

RESOLVED:

That the timetable and dates for the Grant Awards exercise for 2020 - 21 be as follows: -

Tuesday 3 rd March 2020	Grants Committee agrees Grant Application Pack, supporting literature, timetable and publicity issues
Monday 9 th March 2020	Media Release circulated
Wednesday 1 st April – Friday 1 st May 2020	Application packs available
Friday 15 th May 2020	Closing date for applications

Tuesday 2 nd June 2020	Grants Committee considers applications
Wednesday 3 rd June 2020	Applicants are notified of the Town Council's decisions
Wednesday 15 th July 2020	Grants Presentation Evening (7.00 p.m. for 7.15 p.m. start) in the Community Space, Civic Centre Keynsham

35. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of the **Grants Committee** be held on **Tuesday 2nd June 2020 at 7.30 p.m.**

The meeting ended at 8.20 p.m.

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(Chairman)

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(Date)

DRAFT