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To All Members of the Grants Committee: Cllrs Souzan Leach (formerly Alenshasy), Alex Beaumont, Caitlin Brennan, Dave Biddleston, Chris Davis, Clive Fricker and Deb Cooper

c.c. All other Councillors

Dear Councillor

You are invited to attend a meeting of the **GRANTS COMMITTEE on Wednesday 4th March 2026 commencing at 7pm in the Town Council office.**

Signed on 27th February 2026

A handwritten signature in black ink, appearing to be "KLS", with a long horizontal stroke 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 11th June 2025 (previously circulated) be received and noted.

6. GRANT AWARDS 2025– 2026

Annual Grant awards totalling £4,460.40 for General Grants and £7,808.53 for Environmental Grants were approved at the Grants Committee meeting on 11th June 2025.

A number of the awards were paid on 16th July 2025, 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 27th Feb 2026):

1 st Keynsham Rangers	£ 500.00
Butterflies Haven	£ 1000.00
Fry Club - Comets	£ 550.00
Keynsham Community Energy	£ 1000.00
Keynsham Community Fridge	£ 900.00
Keynsham Explorer Unit	£ 1000.00
Keynsham Methodist Church	£ 550.00
Keynsham Orchestra	£ 450.00
Keyvoices	£ 550.00
Total outstanding:	£ 6,500.00

All applicants are aware that 31st March 2026 is the deadline for the payment of grants.

RECOMMENDED:

That the information concerning the awarding of Grants for 2025-26 be noted.

7. GRANTS AWARDED 2025-2026 – LETTERS OF GRATITUDE (attached)

7.1 Children’s Scrapstore Report

RECOMMENDED:

Receive and note the report from Children’s Scrapstore.

7.2 Letter of Gratitude from Canal & River Trust

RECOMMENDED:

Receive and note the letter from Canal & River Trust.

7.3 Letter of thanks from GWAAC

RECOMMENDED:

Receive and note the letter from GWAAC.

7.4 Notice of thanks from Swan Transport

RECOMMENDED:

Receive and note the thank you from Swan Transport.

7.5 Report from Golden Oldies

RECOMMENDED:

Receive and note the report from Golden Oldies.

8. GRANT AWARDS 2026 – 2027 : APPLICATION PACK (attached)

8.1 Draft Application Pack for Grant Awards 2026-2027

RECOMMENDED:

To consider the attached draft Application Pack for Grant Awards for 2026 – 2027.

8.2 GRANTS POLICY GUIDELINES

RECOMMENDED

To consider the policy guidelines for general and environmental grants 2026-2027.

8.3 SINGLE -USE PLASTIC POLICY

RECOMMENDED

To consider the template Single Use Plastic Policy.

9. GRANT AWARDS 2026 – 2027: MEDIA RELEASE

RECOMMENDED:

- i) To receive and note that a media release has been published in the March edition of the Keynsham Voice and that a similar version will be in the April edition advertising that applications are open.*
- ii) To decide which advert to proceed with (to follow).*

10. GRANT AWARDS 2026 – 2027: 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.*

11. GRANT AWARDS 2026 – 2027 DRAFT TIMETABLE

The following timetable is proposed for the Grant Awards exercise for 2026/2027.

Monday 23 rd March 2026	Social Media campaign commences.
Wednesday 1 st April 2026 – Thursday 30 th April 2026	Application packs available.
Friday 8 th May 2026	Closing date for applications.
Wednesday 10 th June 2026	Grants Committee considers applications.
Thursday 11 th June 2026	Applicants are notified of the Town Council’s decisions.
DATE TBC	Grants Presentation Evening (6.30 p.m network session then 7.15 p.m. presentation starts) 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.

12. DATE OF NEXT MEETING

RECOMMENDED:

To note that the scheduled date for the Committee's next meeting is **Wednesday 10th June 2026 at 7.00 p.m. in the Town Council office.**