

KEYNSHAM TOWN COUNCIL

Minutes of the meeting of the Grants Committee held in the Town Council Office on Wednesday 4th March 2026 at 7 pm.

PRESENT: Cllrs Souzan Leach (formerly Alenshasy), Caitlin Brennan, Dave Biddleston, Chris Davis and Clive Fricker

IN ATTENDANCE: Katherine Sears, Deputy Town Clerk

12. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Beaumont.

13. NOT PRESENT

Cllr D Cooper.

14. DECLARATIONS OF INTEREST

RESOLVED:

Cllr Brennan declared her interest in Golden Oldies charity.

Cllr Davis declared an interest in Swan Transport.

15. DISPENSATIONS

RESOLVED:

There were none.

16. PUBLIC PARTICIPATION

RESOLVED:

There was none.

17. CONFIRMATION OF MINUTES OF MEETING HELD ON 11th JUNE 2025

RESOLVED:

That the Minutes of the Grants Committee held on Wednesday 11th June 2025 (previously circulated) were confirmed as a true record and signed by the Chair.

Cllrs Brennan and Biddleston joined the meeting.

18. GRANT AWARDS 2025-26

There was a discussion around whether the value of unclaimed grants could be ringfenced for future grant funding as an EMR.

RESOLVED:

i) To receive and note the outstanding grant submissions.

ii) DTC to ask RFO whether the value of unclaimed grants could be set up as an EMR for future grant funding and report back to the Grants Committee.

19. GRANTS AWARDED 2025-2026 – LETTERS OF GRATITUDE

19.1 Children's Scrapstore Report

RESOLVED:

To receive and note the report from Children's Scrapstore.

19.2 Letter of Gratitude from Canal & River Trust

RESOLVED:

To receive and note the letter from Canal & River Trust.

19.3 Letter of thanks from GWAAC

RESOLVED:

To receive and note the letter from GWAAC.

19.4 Notice of thanks from Swan Transport

RESOLVED:

To receive and note the thank you from Swan Transport.

19.5 Report from Golden Oldies

RESOLVED:

To receive and note the report from Golden Oldies.

20. GRANT AWARDS 2026 – 2027: APPLICATION PACK

20.1 Draft Application Pack for Grant Awards 2026-27

RESOLVED:

That no changes are to be made to the Grant Application Form.

20.2 Grants Policy Guidelines

RESOLVED:

- i) *To include a clause stating that grant funding must not be used for cash prizes in competitions.*
- ii) *Add to point 10 a clause stating that grant funding must not be used to cover or pay staff salaries*
- iii) *DTC to investigate whether grant funding can be used to purchase second-hand goods from an individual and, if so, how such purchases would be managed and evidenced.*

20.3 Single-Use Plastic Policy

RESOLVED:

That no changes are to be made to the Single-Use Plastic Policy.

21. GRANTS AWARDS 2026-27: MEDIA RELEASE

RESOLVED:

- i) To receive and note the press release that has be published*
- ii) To proceed with advert option 4, with a background behind the image to enhance it.*

22. GRANT AWARDS 2026 – 2027: PRESENTATION EVENING

RESOLVED:

- i) Date confirmed to be Thursday 16th July 2026.*
- ii) For the structure of the evening to be the same as last year with the network session at the beginning from 6.30pm and the presentation starting at 7.15pm.*
- iii) To promote the work and achievements of the Town Council in a video/slide show format at the beginning of the evening.*

23. GRANT AWARDS 2026 – 2027 draft timetable

RESOLVED:

That the timetable be approved.

24. DATE OF NEXT MEETING

RESOLVED:

That the Committee's next meeting be held on Wednesday 10th June 2026 at 6.30pm in the Town Council office.

The meeting ended at 19.59p.m.

Signed:
(Chairman)

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(Date)