

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.*

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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.*

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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)

10/6/26
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(Date)

