
Agenda Item: Grants & Subsidised Lettings

Meeting Date: Monday, 23 June 2025

Contact Officer: Deputy Town Clerk/RFO

The purpose of this report is to present the Committee with grant requests from local organisations so they may agree dispersal.

Background

The Council maintains budgets for general discretionary grants and subsidised letting grants for groups or organisations which require financial assistance towards projects, costs and venue hire in order to provide services for the residents of Witney. Grant requests are usually considered by this Committee bi-annually at meetings in June and January, however there is occasion when they need to be considered at other times of the year due to Council Committee timeframes.

In the current year the budgets are as follows:

- Discretionary Grants (4100/407) - £20,000
- Subsidised Lettings – Corn Exchange/Burwell Hall (4110/407) - £1,500
- Subsidised Lettings – The Leys/Other (4110/202) - £5,500
- Annual grants - There are also specific budgets for a number of annual grants to organisations. For this meeting, they are covered in a separate report.

The RFO is currently completing the 'end of year' accounting processes so any carryover from the 24/25 year will be advised at the next meeting.

Current Situation

Discretionary Grant Applications

1. Apollos Clothing – A grant application form has been received asking for £1,080.00 to purchase 120 pairs of shoes. The group were invited to apply to both Witney Town Council and Witney Town Hall Charity and the application has been passed to the Charity for consideration. The application form and supporting information is attached as Appendix A.

Following the meeting of this Committee on 9 June 2025, further information was requested from the applicant which has been received and can be seen as Appendix B.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – The application helps to provide financial equality by providing shoes to those who are unable to afford them.
- b) Biodiversity – no direct impact from the contents of the report.
- c) Crime & Disorder – no direct impact from the contents of the report.
- d) Environment & Climate Emergency – the group promotes sustainability of clothing.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The Council has policies and criteria for which it uses to award its grants to ensure public funds are allocated and used appropriately. If awards are deviated from these criteria, a robust reason should be given and agreed by the Committee.

The Council must ensure they are satisfied with the information provided in order to award funds and request further information if not. To not do so could incur reputational risk.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

At the Annual Council Meeting held on 17 May 2023, the Council invoked the General Power of Competence under which the ability to award these grants is made.

- Any discretionary award can be covered from the existing budget listed at the beginning of the report.

Recommendations

Members are invited to:

1. Consider the grant request from Apollos Clothing following the submission of further information.