
Agenda Item: Grant Monitoring Report

Meeting Date: Monday, 24 November 2025

Contact Officer: Deputy Town Clerk

Report compiled with assistance from the Administrative Support Assistant – Communities & Planning.

The purpose of this report is to update Members on the progress and outcomes of grants awarded in the past year under the General Power of Competence and to confirm that the Council is satisfied the funds have been used in accordance with the approved purposes.

Background

The Council's Grants Policy states that "organisations receiving grant aid are required, as a condition of the award, to provide the Council with a written report within 12 months of the award date demonstrating how the funds were used." Several grant reports have been received in line with this requirement.

Current Situation

1. Lowland Rescue Oxfordshire

The Council awarded £2,500 on 10 June 2024 (2024/25) to support trauma training for volunteers, and £2,495 on 3 February 2025 (2025/26) to fund a water trailer/office and kit hub.

Updates have been received confirming that the funds were used as intended and are included as **Appendix A** and **Appendix B**.

2. Witney 1st Rangers Girl Guides

The Council awarded £1,000 on 10 June 2024 to help fund the group's first foreign trip.

Updates have been received confirming that the funds were used as intended and are included as **Appendix C** and **Appendix D**.

Other Funding

£50 for Fifty – WTC 50th Anniversary Scheme

As of the meeting on 9 June 2025, the Council was awaiting receipts from five of the twenty-three organisations awarded grants under the scheme. This number has now reduced to one.

The Station Detached Youth

A report and verbal update from The Station Detached Youth Service was provided to the Stronger Communities Committee on 15 September 2025 in relation to the £18,000 funding provided in the year (minute no. SC531 refers).

West Oxfordshire Community Transport

The Council provides financial support each year for the sum of £23,500 (recently increased to £25,000). Confidential bus usage figures from December - May (except February) were provided to the Policy, Governance & Finance Committee on 9 June 2025 (minute no. F333 refers).

Witney Music Festival

An initial update on the 2025 event was provided to the Stronger Communities Committee on 15 September (minute no. SC530 refers). A fuller report was provided to the same Committee on 17 November 2025. The Council awarded WMF £10,000 in 2025 as part of its Partnership Agreement.

Oxfordshire Play Association

OPA were awarded £1,000 towards the annual children's Play Day in August held at Burwell. A report on the event is attached as **Appendix E**.

Home-Start Oxford

An annual report was received at the end of the summer updating the Council on the group's work and is attached as **Appendix F**. Additionally, a letter thanking the Council for its grant in the new fiscal year is attached as **Appendix G**.

The review of funding provided more recently will be presented to a future meeting of the Committee.

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 – no direct impact from this report.
- b) Biodiversity – no direct impact from this report.
- c) Crime & Disorder – no direct impact from this report.
- d) Environment & Climate Emergency – no direct impact from this report.

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.

Considered at the time of awards. To not monitor the grant recipients would be negligent on the Council's part and could lead to reputational and financial risk.

Social Value

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

Considered at the time of awards.

Financial implications

The funds for the above schemes and projects have already been allocated. There are no implications unless the Committee decides any project has not been undertaken to its understanding or satisfaction.

Recommendations

Members are invited to note the report and consider the following:

1. Whether any further information is required in relation to any listed grant recipients.