
Agenda Item: Grant Monitoring – Youth Services Grants 2025

Meeting Date: Monday, 28th September 2026

Contact Officer: Deputy Town Clerk
(Assisted by: Finance Apprentice)

The purpose of this report is to update Members on the progress and outcomes of projects funded under the 2025 Youth Services Grant Scheme, made under the General Power of Competence, and to confirm that the Council is satisfied that the grants have been used for their approved purposes.

Background

The Council's Youth Services Grant Monitoring section states:

‘Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the grant agreement. This may include a review of their project during the period of funding, checking how the money was spent, reports on the activity funded, feedback from young people and any other record of the activity funded (e.g. promotional flyers and posters).

- Grants should be spent within the year, for the purpose for which they were given
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended
- If an organisation dissolves the Council expects the organisation to reimburse the grant-aid awarded
- Any unspent grant funding will be recovered by the town council.
- Recipients of a grant from the town council should acknowledge the fact on all relevant literature.

Successful applicants will be required to complete a monitoring report for the town council towards the end of the funding agreement.’

Current Situation

Several grant reports/invoices have been received in to meet this requirement.

Bright Futures Oxfordshire

The organisation was awarded £3,648 towards Parenting courses. An update report on the services provided in receipt of the grant is attached as **Appendix A**.

Buttercross Scouts

The organisation was awarded £3,500 towards activity equipment/ropes for bridges. Invoices and pictures are provided in receipt of the grant and are attached as **Appendix B**.

Parish of Witney

The organisation was awarded £2,500 towards a summer enrichment camp. An update report on the services provided in receipt of the grant is attached as **Appendix C**.

Witney Food Revolution

The organisation was awarded £2,150 towards a teen focused food skills programme. At the time of writing, no information has been provided. Officers will continue to take appropriate steps to obtain this information.

Yellow Submarine

The organisation was awarded £2,000 towards Witney Youth Club summer activities. An update report on the services provided in receipt of the grant is attached as **Appendix D**.

West Oxfordshire Levellers

The organisation was awarded £1,000 towards a Girls Rugby League Activity Day. An update report on the services provided in receipt of the grant is attached as **Appendix E**.

4th Girl Guides

The organisation was awarded £1,000 to assist buying camp tent & equipment. 20 invoices have been provided in receipt of the grants. These are not attached but show evidence of the grant being expended.

Friends of Springfield School

The organisation was awarded £2,850 towards therapeutic horse-riding sessions. The sessions were unable to take place, so the grant was not awarded.

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.'

This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward-Looking Town Council

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** – Considered at the time of awards.
- b) **Biodiversity** – Considered at the time of awards.
- c) **Crime & Disorder** – Considered at the time of the awards.
- d) **Environment & Climate Emergency** – Considered at the time of the awards.

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. Failure to monitor grant recipients would represent a weakness in the Council's internal control and assurance arrangements, potentially increasing exposure to financial and reputational 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 above schemes and project grants were allocated from the 2025-26 youth services grant budget. 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 (where information has already been received).