



Briefing Note – Delegated Authority to Award Grants

Date 26 January 2026
Prepared by Town Clerk

1. PROPOSAL

- 1.1. At its meeting on the 8 December 2025 the Finance Committee resolved to request delegated authority to approve grants of up to £2,000.

2. BACKGROUND

- 2.1. All grant applications are currently considered by Full Council. In some cases the value of these grants is very small.
- 2.2. Grant applications can be received at any time and there may be a significant gap between a grant being received at a council meeting to consider the application. The Finance Committee meets more regularly and can consider applications more promptly.
- 2.3. Under the current Financial Regulations the consideration of grants can be delegated authority to award grants.

“In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council” (s5.10).

- 2.4. The upper threshold for this delegated amount is £5,000.

“Council shall ... authorise any grant or single commitment in excess of £5,000.” (s1.7)

The previous Council had four working parties Public Realm - Assets, Public Realm - Projects, Events, Public Engagement and Communications.

- 2.5. All members can make a representation in relation to committee agenda items and receive the agenda.

3. LEGISLATION

- 3.1. UK parish and town councils are allowed to delegate authority to committees (including finance committees), sub-committees, or officers under **Section 101 of the Local Government Act 1972**¹.
- 3.2. This section explicitly states that a local authority *may arrange for the discharge of any of their functions* by:
 - a committee,
 - a sub-committee,

¹ [Local Government Act 1972](#)

- an officer, or
- another local authority.

3.3. This is the legal basis on which the Council can delegated the award of Grants to the Finance Committee.

4. FINANCIAL IMPLICATIONS

- 4.1. There are no direct financial implications.
- 4.2. The committee would still need to identify an appropriate budget from which to award the grant.
- 4.3. Applications where an appropriate budget could not be identified and monies would be drawn from the reserves would need to be brought to Full Council.

5. RECOMMENDATION

- (i) THAT authority to award grants of up to £2,000, subject to an appropriate budget being identified be delegated to the Finance Committee.
- (ii) THAT the committee's terms of reference be updated accordingly.