



Hampstead Norreys Parish Council

Grants Policy

Version number	1.0	Minute reference	26/015
Date adopted	7 th May 2026	Review due	Annually

1. Purpose of the Policy

This policy sets out how the Parish Council manages and awards grants. It ensures that public funds are used lawfully, transparently, and for the benefit of the community.

The Council may award grants under:

- **Specific statutory powers** (e.g. Local Government Act 1972).
- **Section 137 of the Local Government Act 1972**, where no other specific statutory power applies and the expenditure is in the interests of, and brings direct benefit to, the parish or its inhabitants.
- **The General Power of Competence (Localism Act 2011)**, where the Council has resolved eligibility, allowing it to do anything an individual may do, provided it is lawful.

If the Council ceases to meet the criteria for the General Power of Competence, it will rely on the most appropriate alternative statutory power for each grant, as noted in this policy.

2. Types of Grants

The Council operates two categories of grants:

1. **Regular Annual Grants** - predictable, recurring support for organisations delivering ongoing community benefit
2. **Small Grants Fund** - ad hoc applications from local groups and organisations

2.1 Regular Annual Grants

The Council includes provision in its annual budget for a small number of recurring grants to organisations that provide sustained benefit to the parish. These grants are reviewed and approved each year during the budget-setting process.

Each organisation must submit a **simple annual request form** confirming:

- The purpose of the grant
- Activities or works carried out in the previous year

- Evidence of expenditure (where applicable)
- Continued community benefit

The list of organisations receiving regular annual grants is determined by the Council as part of the annual budget process. If this list changes - whether by adding new organisations or removing existing ones - the Grants Policy will be updated accordingly to ensure it accurately reflects the Council's approved commitments and maintains transparency.

Organisations receiving regular annual grants must notify the Council in advance if they anticipate requiring an increased level of funding in the following financial year. The Council can only award the amount allocated in its approved budget, so any request for additional funding must be raised early enough to be considered during the budget-setting process. Late requests for increased funding cannot be accommodated once the budget has been agreed.

The Council begins preparing its draft budget at its November meeting, with the final budget and precept formally approved at the January meeting. Organisations must therefore notify the Council of any anticipated increase in funding requirements **before the November budget discussion**. Requests received after this point cannot be considered until the following financial year.

2.1.1 Churchyard Maintenance Grant (PCC)

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 214(6) Local Government Act 1972

Purpose: Grounds maintenance of the open churchyard (grass cutting, hedge trimming, path upkeep).

Conditions:

- The churchyard must remain open and accessible to the public.
- Funds must be used solely for grounds maintenance.
- The PCC must provide an annual statement of works and expenditure.

2.1.2 West Berkshire Countryside Society - Eling Way Maintenance

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 137 LGA 1972

Purpose: Vegetation clearance, path maintenance, and conservation work on the Eling Way.

Conditions:

- Funds must be used solely for agreed maintenance activities.
- A brief annual summary of works completed must be provided.

- Evidence of expenditure may be requested.

2.1.3 Pang Valley Flood Forum

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 137 LGA 1972

Purpose: Support for flood prevention, community resilience, and local engagement activities.

Conditions:

- Activities must benefit parish residents.
- A short annual update must be provided on how the grant contributed to local flood-related work.

2.1.4 Royal British Legion (RBL) - Compton, Ilsleys & Norreys Branch

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 137 LGA 1972

Purpose: To support the activities of the local Royal British Legion branch, including community welfare work, veteran support, and local remembrance-related community engagement.

Conditions:

- Funds must be used solely for the branch's community and welfare activities.
- A simple annual request confirming continued need and outlining the branch's work in the past year is required.
- Evidence of expenditure may be requested where appropriate.

2.2 Small Grants Fund (Ad Hoc Applications)

The Council sets aside a sum each year for small grants to support local organisations, groups, and projects.

Eligibility

- Applications must come from organisations or groups based in or serving the parish.
- Grants must provide a clear benefit to parish residents.
- Applications are typically for small-scale support (e.g. under £100 unless otherwise agreed).

Exclusions

- Individuals
- Commercial organisations

- Political parties
- “Upward funders”
- Retrospective applications (costs already incurred)

Conditions

- Funds must be used for the purpose stated in the application.
- Evidence of expenditure or outcomes may be requested.

Process

- Applications must be submitted using the Council’s Small Grants Application Form.
- Applications are considered at Council meetings.
- Decisions are recorded in the minutes and published on the Council website.

3. General Principles

- All grants are discretionary and subject to available budget.
- The Council reserves the right to refuse applications that do not meet the criteria.
- Grants must demonstrate a clear community benefit.
- All awards will be recorded in Council minutes and published on the Council website.
- Successful applicants may be invited to attend the Annual Parish Meeting to provide a short report on how the grant was used.

4. Document Updates

Version	Date	Amendments
1.0	07/05/2026	Adopted

Appendix A – Regular Annual Grant Request Form

Parish Council – Annual Grant Request Form

Organisation Name:	
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Contact Person:

Name:	
Role:	
Email:	
Phone:	

Purpose of Grant:

Amount Requested:	£
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Confirmation of Public Benefit:

- Funds will be used solely for the purposes stated above.
- The organisation confirms there will be continued benefit for the Parish of Hampstead Norreys

Summary of works carried out in the past year: (Outline of work completed and community benefit delivered)

Actual costs incurred in previous financial year:	£
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Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

Digital Signature (typed name):	
Date:	

Appendix B – Small Grants Fund Application Form

Parish Council – Small Grants Fund Application

Organisation Name:	
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Contact Person:

Name:	
Role:	
Email:	
Phone:	

Project / Activity Title:	
Amount Requested:	£ (must not exceed the annual allocation set by the council at budget-setting)

Description of Project / Activity: (Brief outline of what the grant will be used for)

Community Benefit: Explain how this project/activity will benefit people in the parish:

Other Funding Sources (if any):

Confirmation:

- This application is made on behalf of an organisation or group based in or serving the parish of Hampstead Norreys.
- The grant will not be used for individuals, commercial purposes, political activity, or retrospective costs.
- If invited to attend the Annual Parish Meeting, an individual from the organisation will attend to provide a short update on the use of the grant.

Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

Digital Signature (typed name):	
Date:	