

BLYTH TOWN COUNCIL
Community Development Committee
Date of Meeting – 24 September 2026
Councillors' Small Schemes Review

Recommendation

The committee RESOLVE to:

- Agree the Councillors Small Schemes process to be reviewed to strengthen due diligence, accountability and transparency; particularly where groups or organisations seek funding from more than one Councillor or ward for the same project or activity.
- Delegate Officers to update the associated processes to ensure that applicants provide sufficient information about the overall cost of a project, the amount of funding already secured or applied for from other Councillors, the Council and other funding sources, and the total funding required to deliver the project.

Ward

All Wards

Risk Management

The existing funding arrangements and budgets will remain unchanged.

Crime Prevention

None.

Public Sector Equality Duty

None.

Report

Members have requested the Councillors' Small Schemes Funding process be strengthened following concerns arising from applications being made to multiple Councillors in respect of the same or related project activity.

In the circumstances identified, the existing process did not provide sufficient information to establish the group's overall project costs, the total amount of funding being sought, or the extent to which funding had already been secured or applied for from other Councillors. This resulted in the group receiving funding from multiple Councillors and holding funds in excess of the amount required for the identified project costs.

The application and approval process can be strengthened to provide a clearer picture of an applicant's overall funding requirements and the cumulative funding being sought or received. This will include consideration of:

- requiring applicants to provide the total estimated cost of the project or activity;
- identifying the amount of funding being requested from each Councillor or funding source;
- requiring applicants to declare funding already received, pending applications and other confirmed or anticipated sources of funding for the same project or activity;
- establishing an appropriate process for identifying multiple applications from the same organisation or for the same project.

The aim is to ensure that Councillors' Small Schemes funding is allocated on the basis of a clear understanding of the applicant's overall project costs and funding requirements, while retaining the purpose of the scheme as a means of supporting small-scale projects and initiatives within Blyth.

The revised process should be clear, consistent, proportionate and transparent, while reducing the risk of projects receiving funding in excess of their reasonable identified costs.

Elisa Mullen
Democratic Services Officer
17 September 2026