

From: Community Councils <Community.Councils@fife.gov.uk>  
Sent: 06 February 2026 09:49  
Subject: Request for Information on Use of Annual Administrative Grant  
(2024/25)

Good Morning,

Following the approval of the revised Scheme for the Establishment of Community Councils at the meeting of Fife Council on 11 December 2025, elected members tasked officers to undertake a further review of the Annual Administrative Grant. This review aims to analyse how the grant is being spent in practice against its intended use as outlined in the Scheme (Section 13). A copy of the approved Scheme is available here: Resources, guidance and training | Fife Council

To support this work, community councils are asked to provide a breakdown of how their 2024/25 administrative grant was spent. Although some community councils have already submitted their annual accounts, the information provided is not always categorised in line with the expenditure headings set out in Section 13.12 of the Scheme. For this review, it is important that expenditure is recorded using these categories to ensure consistency and accuracy.

The administrative grant is intended to support the operating costs of community councils. Eligible expenditure includes:

- Auditor's fees
- Stationery
- Postage
- Travel costs
- Accommodation lets for meetings
- Bank charges
- Advertising
- General publicity and promotional materials
- Consultation with the community

Please complete this survey based on your community council's actual expenditure for the 2024/25 financial year. If there is no expenditure please detail this as "Nil".

To access the form please click here: Use of Annual Administration Grant 2024/2025 - Fill in form. Please complete no later than Friday 20 February 2026.

Your response will contribute to a clear and consistent understanding of how the grant is used across Fife and will inform the ongoing review.

Thank you for your assistance in supporting this review.

Kind Regards

Kerry

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For further information and resources including templates, please take a look at our dedicated community council website: Community Councils | Fife Council

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