

Version Control

Review Date	Version no	Amendment
17/05/2018	1	Policy adopted
19/05/2022	2	Spending limits amended in line with Financial Regulations
17/11/2022	3	External circumstances added
18/05/2023	3	No amendments
16/05/2024	3	Matters delegated to clerk updated (2-6)

Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority. The Parish Council does not have the power to delegate a decision to an individual Councillor.

The Council's Scheme of Delegation authorises the Clerk to the Council and its Committees to act with delegated authority in the specific circumstances detailed. All decisions taken under delegated authority will be in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation.

All decisions will be reported to and minuted at the next Parish Council meeting.

Full Council

Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration. These include, but are not restricted to:

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (within one month of receipt).
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Determination and review of the Bank Mandate
- Matters of principle or policy
- Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- The making, amending or revoking of bye-laws
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.

- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process

Proper Officer and Responsible Financial Officer is delegated:

1. To take action on any issue of such urgency that it cannot wait until the next meeting of the Council. The Proper Officer would normally consult the Chairman and the Vice Chairman and take their views into account.
2. The Clerk is the manager for all other staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
3. Power to authorise and book relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
4. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council. The Proper Officer would normally consult the Chairman and Vice Chairman before incurring this expenditure.
5. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget, eg stationery, cleaning materials and other consumables.
6. To incur expenditure on behalf of the Council which is necessary to carry out work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure subject to a limit of £1000. The Proper Officer would normally consult the Chairman and Vice Chairman before incurring this expenditure.
7. To report minor matters to the relevant authority.
8. To manage bookings for the Village Hall, and consult with Village Hall Chair and Vice Chair if in any doubt
9. To take any action on minor repairs up to £100
10. To take any action on minor repairs in consultation with the Chairman for repairs above £100 and below £1500.
11. To purchase items in support of any decision ratified by the Parish Council.
12. To make any purchase authorised by the Parish Council.
13. To set up electronic payments / instruct the Parish Council's Payroll Service Provider with regard to salary payments to meet employment obligations regarding salaries in accordance with rates agreed.
14. To authorise the payment of items only in the following circumstances (financial regulation 5.5)
 - If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
 - An expenditure item authorised under financial regulation 5.6 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ; or

- fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council

In the event that the Council is unable to meet due to external circumstances, eg pandemic, power outages the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The Clerk will consult with the Chairman and Vice Chairman for guidance as necessary. The Clerk shall have delegated authority to respond to planning application following consultation with the Planning Committee.

The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

Committees and Sub-Committees

Procedures for delegation for the specific committees are specified under the Terms of Reference for the committee. Matters currently delegated to committees are as follows:

Planning and Highways Committee

- To comment to the Local Planning Authorities on applications received for planning permission.
- To make representation in respect of appeals against the refusal of planning permission
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- Chairman of the Council or Planning Committee to attend and represent the Parish Council at meetings of the Local Planning Authority's Development Control Committee when specific applications are being considered as and when this is deemed necessary