



SCHEME OF DELEGATION

To be reviewed annually or soon if required.

The Local Government Act 1972, section 101, gives a Parish Council power to delegate decisions to a committee, a sub-committee reporting to a committee or the Clerk, being the Council's Proper Officer.

Granting Dispensations Delegation to the Clerk

- The Council delegates the power to grant dispensations to the Clerk
- The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2)

Expenditure Delegation

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £500.00
- a duly delegated committee of the Council for items up to £500.00
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.00

Urgent Decisions Delegation to the Clerk

- Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Chairman. In the absence of the Chairman, or if the Chairman is an interested party, they will be substituted by the Vice-Chairman
- The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is urgent and must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00
- The Clerk shall report the action to the Council as soon as practicable thereafter
- Under this delegation, where appropriate, the Clerk may conclude that an extraordinary meeting of the Council be called to deal with the urgent matter

- Decisions made under this delegation will be reported to and minuted at the next Council Meeting

Note

No Parish Councillor may act independently; all Parish Council actions must be by way of the full Council or via the Clerk, under established delegated powers.

The following functions cannot legally be delegated:

- Setting of the Precept
- Appointment of the Council Chairman
- Any decision regarding borrowing
- Approval of the Annual Governance and Accountability Return