



## SCHEME OF DELEGATION

### 1. Power to Delegate Functions

Under the Local Government Act 1972s 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 or a working group.

### 2. Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

- a) Authorising borrowing;
- b) Appointing representatives to outside bodies;
- c) Making, amending, revoking, re-enacting or adopting by-laws;
- d) Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.

### 3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

### 4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

### 5. Parish Council Staff

- a) Under the Local Government Act 1972 the Parish Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them". Decisions can at any time be delegated to Parish Council Staff through delegation to the Clerk.

The following have been delegated to Parish Council Clerk:

- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property and assets including utilities;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;
- iv) To instigate and authorise the repair and maintenance of Parish Council equipment, property or assets so long as the cost does not exceed the current budget (including tree, hedge and streetlight maintenance);
- v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Parish Council equipment, property or assets;
- vi) To dispose of Parish Council equipment or assets with an estimate worth of less than £250.

b) Specific Matters

Within the budget or EMR and in consultation with the Chairman, Vice Chairman and relevant Committee(s) where appropriate:-

- i) Annual Parish Meeting Expenditure
- ii) Christmas Decorations
- iii) Christmas Event
- iv) Annual Quiz Expenditure
- v) Time sensitive work related to HS2 (urgent decisions)
- vi) Construction of the Neighbourhood Plan

c) Urgent Matters

The Parish Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair/replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500. The Parish Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

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