



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

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
- e) Approving the annual budget and setting the precept
- f) Establishing committees
- g) Dismissing the Parish Clerk
- i) Adopting and making any amendments to the Standing Orders, Financial Regulations, and the Scheme of Delegation
- j) The decision to prosecute or defend in a court of law, save where such a prosecution is of a debtor being carried out through the small claims process

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.



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

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.
 - vii) The day-to-day administration of services together with routine inspection and control of assets and procedures
 - viii) Applying for any grants and other funding on the council’s behalf
- b) Specific Matters within the budget or EMR and in consultation with the Chair, Vice Chair 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



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Fax: 0871 236 1550

Email: clerk@wendover-pc.gov.uk

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.

Document History

Drafted by Parish Clerk	20/12/2016	(version 1)
Review Finance Committee	24/12/2016	(version 1)
Draft to Parish Council for Debate	05/01/2016	(version 1)
2nd draft to Parish Council for Debate	07/02/2017	(version 2)
Approved and Adopted	07/02/2017	(version 2)
Reviewed by Parish Council	06/02/2018	(version 3)
Reviewed by Parish Council	04/02/2020	(version 3)
Reviewed by Parish Council	05/04/2022	(version 3)