Selwood Parish Council Scheme of Delegation

This Scheme of Delegation authorises the Proper Officer/Responsible Financial Officer to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer

The Clerk to the Council shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1. The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

2.1.1. Receive declarations of acceptance of office

2.1.2. Receive and record notices disclosing pecuniary interests

2.1.3. Receive and retain plans and documents

2.1.4. Sign Notices or other documents on behalf of the Council

2.1.5. Receive copies of By-laws made by a Primary local authority

2.1.6. Certify copies of By-laws made by the Council

2.1.7 Sign summons to attend meetings of the Council

2.2. In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

2.2.1. Day to day administration of services, together with routine inspection and control

2.2.2. Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council, and/or the Chair of the appropriate Committee

2.2.3. Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees

2.2.4. Authorisation of routine recurring expenditure within the agreed budget

2.2.5. Emergency expenditure up to £500 outside of the agreed budget for the Council *(Financial Regulations 4.5).*

2.2.6. Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation and in line with directions given by the Council from time to time

2.2.7. To respond to planning applications on behalf of the Council in consultation with the Working Group. These would be minor non-contentious matters, such as the addition of a porch, or the creation of an ensuite. The delegated authority is with the officer and if the matter is one the officer is not comfortable acting on under the delegated authority, they should send it to a council meeting for resolution.

3. Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

3.1. Setting the Precept

3.2. Borrowing money

3.3. Approval of the Council's Annual Accounts and completion of the Annual Return

3.4. Making, amending, or revoking Standing Orders, Financial Regulations, or this Scheme of Delegation

3.5. Making, amending, or revoking by-laws

3.6. Making of Orders under any statutory powers

3.7. Matters of principle or policy

3.8. Nomination and appointment of representatives of the Council to any other authority, organisation, or body (excepting approved Conferences or meetings)

3.9. Any proposed new undertakings

3.10. Prosecution or defence in a court of law

3.11. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee

3.12. Approval of payment of monthly schedule of accounts.

4. Urgent Matters

4.1. In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall forthwith consult with the Chair and Vice-Chair of the appropriate Committee before acting on behalf of the Council in respect of the particular matter then under consideration.

4.2.1 Before the Clerk exercises the delegated powers granted by paragraph 4.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the appropriate Committee and, where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

4.2.2 Before exercising the delegated power granted by paragraph 4.2 above, the Committee concerned shall consider whether the matter is of sufficient import to justify recommending to the Chairman of the Council that an Extraordinary Meeting of the Council should be called in accordance with Standing Orders.

4.3 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of the Council.

5. Working Groups/Parties

Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

6. Delegation – Limitations

Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Adopted by Council 24th January 2024
Review Date: Annual Meeting of the Parish Council 2024.