

Review of Delegation Arrangements

The Council's Standing Orders set out those matters which should be reviewed annually at the Annual Meeting of the Parish Council.

One of these matters is the delegation arrangements for the Parish Council. The delegations were last reviewed and adopted by the Parish Council at its meeting on 29th May 2025 (**Min. Ref. 25.05.08**).

A copy of the existing Delegations, with amendments to reflect changes to delegations under the new Financial Regulations, is attached as **Appendix A**.

Recommendation:

The parish council adopt the scheme of delegation attached as Appendix A.

Scheme of Delegation

1. **Expenditure on revenue items:**

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:

- a. the council for all items over £5,000;
- b. in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council
- c. a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5000 excluding VAT; or
- d. the Clerk:
 - i. For any items below £500 excluding VAT¹
 - ii. In cases of extreme risk to the delivery of council services, or to public safety on council premises, the Clerk /RFO may authorise expenditure of up to £2000 excluding VAT repair, replacement or other work, that in their judgement is necessary, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
 - iii. In consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2000 excluding VAT Such authority is to be evidenced by a Minute or by an authorisation slip duly signed.

2. The Clerk and RFO shall have delegated authority to authorise

- a. 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.

3. **Powers Specifically Delegated to the Clerk**

- a. Incurring expenditure on items where the Council (or the appropriate Committee under delegated powers) within a budget approved by the Council has agreed the expenditure.
- b. Acting as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an Officer.
- c. Acting as the Council's Responsible Financial Officer in all cases where any legislation requires the designation of such an Officer.
- d. Acting as the Clerk to the Parish Council to ensure the proper discharge of its functions.
- e. Acting on matters relating to Health and Safety
- f. Granting of a dispensation to a councillor or non-councillor with voting rights at a meeting at which a matter is being considered in which he/she has a disclosable pecuniary interest.
- g. To sign on behalf of the Council any document necessary to enable Council decisions to be enforced.
- h. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
- i. To act as the Council's designated officer for the determining of the purposes and the means of the processing of personal data under the General Data Protection Regulations (GDPR)
- j. To spend on any items below £500 excluding VAT²

¹ Financial Reg 5.15

² Financial Reg 5.15

WPC.25.05.02: Review of Delegation Arrangements

- k. In cases of extreme risk to the delivery of council services, or to public safety on council premises, the Clerk /RFO may authorise expenditure of up to £2000 excluding VAT repair, replacement or other work, that in their judgement is necessary, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- l. In consultation with the Chair of the Council of Chair of the appropriate committee, for any items below £2000 excluding VAT. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed.
- m. The Clerk and RFO shall have delegated authority to 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.

Planning Delegations

- n. Authorisation to call any extra meetings of the Council, having consulted with the Chairman of the Council, for the purpose of considering any urgent planning application(s).
- o. Preparation and submission of responses (in consultation with either the Chair or Vice-Chair) to minor planning applications
 - i. Householder Planning Application(s) and associated Listed Building Consent (HH& LB)
 - ii. Works to Trees protected by TPO's, or Tree Preservation Order Applications (TPO)
 - iii. Works to Trees in a Conservation Area (TCA)where it is not possible to call a meeting within the timeframe of the consultation or an agreed extension with the planning case officer; and
- p. To apply for planning consent for tree works to be carried out by the Council.

Other Delegations

- q. Authorisation to write to any resident or landowner requesting that:
 - a) Vegetation restricting use of, access, egress or visibility to a footpath, footway, byway or highway (or highway signage) be trimmed back;
 - b) A footpath across agricultural land be re-instated if damaged or restricted by cultivation; and
 - c) a watercourse be cleared of an obstruction
- r. Authorisation to conduct a search at established HM Land Registry Fees within the budget set in any financial year and list of due payments in order to establish the owner of any land for the purposes set out in 1 above.
- s. Authorisation to write to any deed holder requesting that a memorial on the relevant grave space be repaired within a period of six months.