

SCHEME OF DELEGATION

INTRODUCTION

The purpose of this policy is to provide information on the powers and functions that Burton Green Parish Council has delegated to the Clerk and its Committees, to act on behalf of the Council.

The Local Government Act 1972 s101 gives a Parish Council the power to delegate decisions to a committee or to the Clerk. All delegated powers must be exercised in accordance with:

- approved budgets,
- the Council's Financial Regulations, Standing Orders, policies and Code of Conduct,
- all statutory common law and contractual requirements.

No Parish Councillor may act independently; all Council actions must be by way of the Full Council, a committee or the Clerk.

CLERK/RFO

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

The Clerk is the **Proper Officer** of the Council and is specifically authorised to:

- Sign summons to attend meetings of the Council
- Receive declarations of acceptance of office
- Receive and record notices disclosing pecuniary interests
- Receive and retain plans and documents
- Sign Notices or other documents on behalf of the Council
- Receive copies of By-laws made by a Primary local authority
- Certify copies of By-laws made by the Council

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

1. To notify the Council of all planning application consultations received and to submit the Council's response. In the event of the consultation end-date falling before the date of the next Full Council or Planning Committee meeting, and an extension not being available from the Planning Authority, the Clerk can obtain a consensus from Planning Committee members by email and submit the Council's response.
2. To liaise with and be the first point of contact for all contractors appointed by the Council.
3. To respond 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.

4. To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
5. To report to Council any issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency.
6. To deal with all press and public relations on behalf of the Council.
7. If required, and dependent upon banking arrangements, to manage timely transfer of funds between the Council's bank accounts in order to maintain adequate cash-flow.
8. To maintain adequate insurance cover for the Council's activities and assets.
9. To provide an annual draft budget to the Council.
10. In accordance with Financial Regulation 5.15, the Clerk is authorised to approve payments of up to £500 within an approved budget.
11. In accordance with Financial Regulation 5.18, the Clerk is authorised emergency expenditure of £2,000 exc VAT on repairs, replacements or other work that in their judgement is necessary, whether or not there is budgetary provision for the expenditure. Any action will be in consultation with the Chair and Vice-chair of the Council.
12. To have overall responsibility for the Council's Publication Scheme.
13. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation.
14. To be the Responsible Officer for all safety purposes prescribed by law.
15. To be responsible for the Council's website.
16. To arrange and call meetings of the Full Council, committees and working groups in consultation with the Chair of the Council.
17. To make urgent decisions when required between scheduled meetings in consultation with the Chair and Vice-chair of the Council.
18. To arrange appropriate training for Councillors and the Clerk/RFO, within the limits of the training budget.

FINANCE & GENERAL PURPOSES COMMITTEE

The **Finance and General Purposes Committee** has delegated powers to make decisions on behalf of the Council in the following matters:

1. Any matters relating to management of the Council's financial affairs
2. Any matters relating to the safe custody, upkeep and improvement of all assets in the ownership of the Council.
3. Any other matter which may be delegated to it by the Council from time to time.
4. Approval of its Minutes as true and correct records

The Committee may refer specific matters to the Council for a final decision if it so wishes.



BURTON GREEN PARISH COUNCIL

Contact the Council: clerk@burtongreenparishcouncil.gov.uk

Tel: 01926 754030 Website: www.burtongreenparishcouncil.org

PLANNING COMMITTEE

The **Planning Committee** has delegated powers to make decisions on behalf of the Council in the following matters:

1. To consider and respond to all planning applications referred to the Council by the Planning Authority, including calling in applications to elected members where appropriate.
2. Approval of its Minutes as true and correct records.

The Committee may refer a planning application to the Full Council for consideration owing to the application's size, controversial nature or effect on the parish.

This Scheme will be reviewed annually.

Signed (Chair): Cllr Aizlewood

Date: 22nd June 2026

Date for next review: June 2027