

Whitbourne Parish Council

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Scheme of Delegation Version 2.0

Adopted: May 2026

Review Date: May 2027

1. Introduction

The Local Government Act 1972 allows Whitbourne Parish Council to delegate functions to an Officer or Committee where permitted by law. This Scheme of Delegation forms part of the Council's governance arrangements and shall be read alongside the Standing Orders and Financial Regulations of the Council.

2. Scheme of Delegation to the Clerk

Whitbourne Parish Council delegates to the Clerk, in consultation with the Chairman and/or Vice Chairman where appropriate, authority to undertake the day-to-day administration of the Council and to take decisions necessary to implement Council resolutions, manage routine operational matters, protect the Council's interests, ensure continuity of council business and deal with urgent matters arising between scheduled meetings.

Delegated powers shall operate between ordinary meetings of the Council and shall not remove the requirement for Council approval where statute, regulation or Council policy requires formal member decision-making.

Consultation undertaken under this Scheme does not constitute a formal meeting of the Council and cannot make decisions reserved to the Council by law or Standing Orders.

A summary of significant decisions taken under delegated authority shall be reported to the next available meeting of the Council and recorded in the minutes where appropriate.

3. What can and cannot be dealt with under this Scheme of Delegation?

This Scheme of Delegation authorises the Clerk to:

3.1 Make day to day decisions.

3.2 Authorise budgeted expenditure.

3.3 Respond to consultations on behalf of the Council.

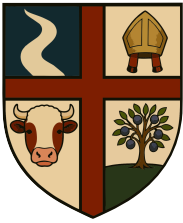
3.4 Continue to deliver projects.

3.5 Respond to planning consultations where the consultation deadline falls before the next scheduled meeting, consultation with councillors has taken place where practicable, and the response reflects existing Council policy or member consensus.

3.6 Work with outside partners and public bodies for the benefit of the Parish.

3.7 Anything urgent until such time as an extraordinary meeting of the Council can be called.

The following items will require a Whitbourne Parish Council meeting as they are not covered by this Scheme of Delegation:



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3.8 Co-option of councillors.

3.9 Election of Chair and Vice Chair.

3.10 Appointment of members to committees and other statutory roles.

3.11 Signing the AGAR annual return.

3.12 Setting the budget and precept.

3.13 Making permanent changes to council policies and governance documents such as Standing Orders and Financial Regulations. (Where this is urgent, it should be an interim arrangement until it can be approved at a meeting of Council.)

3.14 Granting extensions under the six-month rule.

Consultation and communication under this Scheme may take place electronically, including by email or telephone.

4. Financial Matters

4.1 Any payment which is part of an agreed contractual obligation (salary and on-costs, contractors and suppliers).

4.2 Any other budgeted item including approved grants, approved purchases (playground equipment, computer, other assets), insurance and any other expenditure previously agreed by the Council.

4.3 There is an audit trail in which Whitbourne Parish Council has already considered and approved the payment.

4.4 Any amount authorised by the Clerk which is within the limits set by Whitbourne Parish Council's Financial Regulations.

4.5 Any other payment authorised under this Scheme of Delegation.

4.6 The Clerk may incur expenditure necessary to protect Council assets, maintain safety, or prevent legal or financial risk, provided that:

4.6.1 the expenditure is reasonable and proportionate;

4.6.2 consultation with the Chairman or Vice Chairman has taken place where practicable; and

4.6.3 the expenditure is reported to the next Council meeting.

Regardless of this Scheme of Delegation, members are still responsible for the management of the Council's finances in accordance with its financial procedures.

5. Review

This Scheme of Delegation shall be reviewed annually by the Council.