



Whatlington Parish Council

Scheme of Delegation

Adopted on 15th May 2025

Delegation of Power to the Proper Officer and Responsible Finance Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed should Council not be able to meet within an appropriate time.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Matters reserved for the Council

The following matters are reserved to the Council for decision:

- Setting the Budget & Precept
- Borrowing money
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking By-laws
- Making of Orders under any Statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)
- Authorising the incurring of expenditure not provided within the approved budget, with the exception stated below
- Approval of the Annual Return (Statement of Accounts)
- Approval of the year end accounts
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish
- Creation of Committees and membership thereof
- Confirming the appointment of the Parish Clerk.

General delegation

- The Clerk to the Council/Responsible Finance Officer must seek to anticipate when decisions will be required so that, under normal circumstances, all appropriate matters are brought to the Council.

- If it is not possible to bring a matter to the Council, or the matter seems to the Clerk to be too minor to require a decision of the full Council, then the Clerk will:
- Take all reasonable steps to confer with the Chair or Vice Chair to determine the best course of action.
- If the Chair or Vice Chair cannot be contacted, then take all reasonable steps to contact other Councillors, so that a minimum of two Councillors have been consulted.

Urgent Decisions

- Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chair or Vice-Chair of the Council.
- Decisions made under this delegation will be reported to and recorded on the minutes of the next Council meeting.
- Under this delegation, the Clerk, in consultation with the Chair or Vice-Chair, may decide that an extra meeting/extra-ordinary meeting may be required to deal with the matter.

Finance Matters

Full delegation to the Clerk/Responsible Finance Officer

In the unlikely event that it is not possible or practical for the Clerk/Responsible Finance Officer to confer with Councillors, she/he is authorised to:

- Agree expenditure on items that are within a budget approved by the Council, or where the Council has agreed the expenditure.
- Incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500
- Actions taken by delegated authority shall be reported to the next available Council meeting.

Planning Matters

In the event that a planning application requires consideration outside of a scheduled meeting date:

- Council delegates decisions arising under planning applications to the clerk in consultation with all Councillors. Relevant papers/details will be circulated to councillors who should return their comments to the Clerk, for determination of the Council's response within the consultation period.
- Consultation may be in person, by telephone or by email.
- Delegated decisions will be reported to and recorded in the minutes of the next Council meeting.

- For major or controversial development, the Clerk, in consultation with the Chair, may decide to call an extra meeting/extra-ordinary meeting of the Council to consider the matter.

Written Records

The Openness of Local Government Bodies Regulations 2014(2014 SI no 2095) requires a written record to be kept of certain decisions made by an officer of a Parish Council acting under delegated powers. The Clerk will ensure that all decisions made under delegated powers are reported at the next meeting and minuted.

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