

Shepherdswell *with* Coldred Parish Council

Scheme of Delegation

1. Purpose of the Scheme

This Scheme of Delegation sets out the authority delegated by Shepherdswell with Coldred Parish Council (“the Council”) to its committees, the Parish Clerk (as Proper Officer), and the Responsible Financial Officer (RFO).

Its purpose is to ensure efficient day-to-day management, lawful decision-making and clear accountability.

The Scheme is reviewed annually at the Annual Meeting of the Parish Council or sooner if required.

2. Legal Basis

The Local Government Act 1972, s.101, allows a parish council to delegate its functions to:

- a committee
- a sub-committee
- an officer
- another local authority

The Council may not delegate decisions relating to:

- setting the precept
 - approving the Annual Governance and Accountability Return (AGAR)
 - borrowing
 - adopting or revising Standing Orders or Financial Regulations
 - adopting or amending policies
 - co-option of councillors
 - matters specifically reserved to Full Council
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3. Matters Reserved to Full Council

Full Council retains responsibility for:

- the annual budget and precept
 - approval of the AGAR
 - adoption of policies and governance documents
 - major contracts and tenders
 - acquisition or disposal of land or assets
 - appointment of the Clerk and RFO
 - committee structure and membership
 - responses to consultations of strategic significance
 - decisions that are politically sensitive, high-risk or cannot lawfully be delegated
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4. Delegation to Committees

4.1 Finance Committee

The Finance Committee is delegated authority to:

- monitor income and expenditure
- review the budget and recommend the annual precept
- review internal controls and risk management
- oversee contracts and leases
- approve payments within budget
- review and recommend financial policies

The Committee may not set the precept or approve the AGAR.

4.2 Planning Committee

The Planning Committee is delegated authority to:

- consider and submit responses to planning applications
- comment on consultations relating to planning policy
- monitor enforcement issues and report concerns to the LPA

The Committee may not make decisions outside planning matters.

4.3 Personnel Committee

The Personnel Committee is delegated authority to:

- oversee staffing matters
- conduct appraisals
- manage recruitment processes
- make recommendations on pay, hours and staffing structure

Formal employment decisions must be approved by Full Council.

5. Delegation to the Parish Clerk (Proper Officer)

The Clerk is the Council's Proper Officer and is authorised to:

5.1 Governance and Administration

- implement decisions of the Council and its committees
- manage correspondence and statutory notices
- sign and serve meeting summonses
- manage the Council's website and publication scheme
- act as Data Protection Officer
- certify copies of Council documents

5.2 Operational Management

The Clerk is authorised to take routine operational decisions including:

- day-to-day management of council services, assets and facilities
- supervision of contractors, volunteers and suppliers
- responding to residents and external organisations
- arranging repairs, maintenance and inspections
- managing bookings, licences and cemetery administration

5.3 Financial Management (as RFO)

- authorise routine expenditure within the approved budget
- manage payroll, invoices and financial records
- submit VAT returns

- manage bank accounts and reconciliations
- ensure compliance with Financial Regulations

5.4 Planning Administration

- receive planning notifications
 - request extensions where necessary
 - publish agendas and documentation for the Planning Committee
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6. Emergency Delegation

In consultation with the Chair (or Vice-Chair if unavailable), the Clerk is authorised to take decisions that:

- are urgent
- cannot reasonably wait for a Council or committee meeting
- are necessary to protect the Council's interests or fulfil statutory duties

All such decisions must be reported to the next available meeting.

7. Delegation to the Responsible Financial Officer (RFO)

The RFO is authorised to:

- maintain the Council's accounts
- prepare financial reports
- manage the budget and financial controls
- ensure compliance with audit requirements
- advise the Council on financial risk and governance

The RFO role may be held by the Clerk or a separate officer.

8. Limitations

Delegated authority must always be exercised:

- within the law
- within the Council's policies
- within the approved budget
- in accordance with Standing Orders and Financial Regulations

The Council may withdraw or amend delegation at any time.

9. Review

This Scheme of Delegation will be reviewed annually at the Annual Meeting of the Parish Council or sooner if required.

Adopted on: 17 June 2026

Signed: 