Drinkstone Parish Council

Scheme of Delegation

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Policy History				
Version	Author	Reason For Issue	Date	Approval Minute
1	Clerk	New Policy	06/09/2026	DPC/2257/17

The Local Government Act 1972, Section 101, gives a parish council the power to delegate decisions to the Clerk of the Council (`the Clerk`), being the Council's Proper Officer. This Scheme of Delegation authorises the Clerk to act with delegated authority in the specific circumstances detailed, including delegation of minor or non-controversial planning applications, and highlights delegations already provided for in the Council`s Financial Regulations.
This scheme does not delegate any matter which by law may not be delegated to a Parish Councillor (`Councillor`) and / or Officer (see also 4 below).

Delegated actions and decisions shall be:

- In accordance with Standing Orders, Financial Regulations and in line with directions given by Council from time to time
- Reported to the next available Council meeting. See also 4 below – "Council Reserved Powers"

1. Urgent Decisions of Council

a) Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chair of the Council (`the Chair`) or Vice Chair of the Council (`Vice-Chair`) if the Chair is not available.

b) Under this delegation, where appropriate, the Clerk and Chair may decide that an Extraordinary Meeting of the Council be called to deal with the urgent matter.

2. Clerk as Responsible Finance Officer

a) Financial Regulation 6.8 allows The Clerk and RFO to have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iv. 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. Delegated Powers re Planning

If a planning application consultation deadline falls before the next planned Parish Council meeting the Clerk will, in the first instance, contact the Planning Authority to see if the deadline can be extended to accommodate the meeting date. If this is not possible the following applies:

a) The Clerk will arrange for relevant papers to be circulated by email to the Councillors who should send their comments to the Clerk as soon as possible to enable a response to be submitted within the prescribed consultation period.

b) Taking these comments into account, the Clerk will draw up a draft response and consult with the Chair (or Vice Chair if the Chair is not available) to agree a final response.

c) The Clerk shall be delegated to inform the Planning Department of the comments agreed as above.

d) Delegated decisions will be reported to, and recorded in the minutes of, the next Council meeting.

e) In respect of controversial or major development proposals, the Clerk in consultation with the Chair, may decide that an Extraordinary Meeting of the Council be called to consider the matter.

4. Council Reserved Powers

Some decisions can only be taken by the Full Council. The following list contains examples of such decisions but is not exhaustive:

a) Approval of the Annual Return (Statement of Accounts).

b) Approval of the year end accounts.

c) Setting the Budget and Precept.

d) Appointment of the Parish Clerk/Responsible Financial Officer

e) To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies.

f) To determine matters involving expenditure for which budget provision is not made or is exceeded (unless 1c above applies).

g) To borrow money.

h) Co-option of Councillors