

# Whixall Parish Council



## SCHEME OF DELEGATION

### Powers Delegated to the Parish Clerk

Date Approved	General Delegated powers	Review Frequency
<b>Financial Regulations Adopted 2020</b>	<ul style="list-style-type: none"> <li>• To undertake all duties of the Proper Officer of the Council and Responsible Financial Officer.</li> <li>• To undertake day to day management of the Council's resources, including staff where applicable.</li> <li>• To place orders for goods or services if they are budgeted for and conform to the Council's Financial Regulations and powers.</li> <li>• To take decisions required under legislation, e.g. Freedom of Information Act, Data Protection Act, Health &amp; Safety Acts etc., which must be made within a time scale that does not allow for the calling of a meeting.</li> <li>• To order cheque books, bank statements and other such material on behalf of the council.</li> <li>• To set up the transfer of funds between the Council's accounts, the payment of salaries and payment of goods and services prior to authorisation by Councillors.</li> <li>• Following discussion with the Chair and Vice Chair, to bid for external funding to support the work of the Council.</li> <li>• In discussion with the Chair or Vice Chair, to incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work 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. The Clerk shall report the action to full council as soon as practicable thereafter.</li> </ul>	<b>Annually</b>

Date approved	Specific Delegated Powers	Reviewed
<b>13 January 2021</b>	<p><b>Planning</b> To delegate authority to the Parish Clerk following consultation with the Chair and Vice Chair to respond to planning applications whose deadline for consultation falls prior to a Parish Council meeting, provided that no Councillor requests a special meeting is required to discuss the application.</p>	<b>Annually</b>
<b>13 January 2021</b>	<p><b>Consultations</b> To delegate authority to the Parish Clerk following discussion with the Chair and Vice Chair to respond to external consultations where the deadline falls prior to a Parish Council meeting, providing that no Councillor requests a special meeting to discuss the consultation.</p>	<b>Annually</b>

Date approved	Emergency Delegated Powers	Reviewed
Nov 2022	<p>Upon the declaration of a pandemic or emergency situation which will affect the work of the Council, with the agreement of the Chair and Vice Chair:</p> <ul style="list-style-type: none"> <li>• To delegate authority to the Parish Clerk in consultation with the Chair and Vice Chair to approve expenditure against items in the Parish Council's budget any such payments to be reported to the Council at the next ordinary meeting.</li> <li>• To extend the financial emergency delegation powers approved laid out in the financial regulations to a limit of £1,000</li> <li>• Planning – to delegate authority to the Parish Clerk following consultation with the Chair and Vice Chair-to respond to all planning applications following consultation with the Chair and Vice Chair, provided that no Councillor has requested a special meeting to discuss the application</li> <li>• To delegate authority to the Clerk to act upon Government advice in relation to the following: <ul style="list-style-type: none"> <li>• Holding of the Annual Meeting of the Parish Council</li> <li>• Holding of the Annual Parish Meeting</li> <li>• Arrangements for the Annual Governance and Accountability Return</li> <li>• Implementation of any changes to the decision-making process for Parish Council</li> </ul> </li> <li>• That any emergency scheme of delegation should remain in place until emergency restrictions are lifted, at which time it will be reviewed.</li> </ul>	<b>Annually</b>

Adopted	9 November 2022
Review Frequency	Annually
Next Review due	May 2026