

Sedgebrook Parish Council

Scheme of Delegation – Parish Clerk

1. Purpose

This Scheme of Delegation sets out the authority delegated by the Parish Council to the Clerk (and RFO) to ensure efficient day-to-day management of council business.

2. Legal Basis

Delegation is made under Local Government Act 1972, s.101. The Clerk is the Proper Officer and Responsible Financial Officer unless otherwise appointed.

3. Delegated Authority to the Clerk

3.1 General Administration

- Take routine operational decisions to ensure the smooth running of council services.
- Manage correspondence, records, notices, and statutory publications.
- Act on instructions from the Chair between meetings where action is necessary and cannot wait for the next meeting, reporting back at the next available meeting.

3.2 Finance (within approved budgets)

- Authorise expenditure up to £500 where budget provision exists.
- Manage payroll, HMRC submissions, and routine financial administration.
- Place orders for goods/services necessary for council operations.
- Prepare financial reports, bank reconciliations, and draft budgets.

3.2.1 Pre-Approved Payments List

- Arrange and process payments included on the annual pre-approved payments list agreed by the Parish Council at the Annual Meeting.
- Ensure payments are made in accordance with the council's Financial Regulations and approved banking procedures.
- Report all payments made under this delegation to the next available council meeting.

3.3 Planning

- Submit comments on planning applications where the response deadline falls before the next council meeting and the Clerk has consulted with the Chair or Vice-Chair.
- Report all decisions to the next council meeting.

3.4 Contracts and Legal Documents

- Sign contracts, agreements, and legal documents on behalf of the council where the council has already resolved to proceed.

3.5 Emergency Powers

- Take urgent action to protect people, property, or council interests when delay would cause harm.
- Consult the Chair or Vice-Chair where possible.
- Report the decision and justification to the next council meeting.

3.6 Staffing

- Manage day-to-day staff matters, including leave, training, and supervision.
- Implement council-approved HR policies.

4. Reporting Requirements

The Clerk must record and report all delegated decisions to the next council meeting, including:

- The decision taken
- The reason for using delegated authority
- Any financial implications

5. Review

This Scheme of Delegation will be reviewed annually at the Annual Meeting of the Parish Council.