



Scheme of Delegation

Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
Version 1	Annual Review	02/11/22	09/11/22	22/23-68
Version 2	Annual Review	23/05/2023	23/05/2023	23/24-31.1

Scheme of Delegation

The Councils' Scheme of Delegation authorises the Clerk to the Council/Responsible Financial Officer to act with delegated authority in the specific circumstances detailed.

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman (if the Chairman is unavailable) and take their view into account.
- 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 £1000.00
- To take any action regarding minor repairs (up to a cost of £1000.00) and to report minor matters to the relevant authority.
- To make payments in accordance with Financial Regulation 5.5a, where the due date for payment is before the next scheduled meeting of the Council. A list of such payments shall be presented to the next appropriate meeting of the Council.

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 shall be reported to the next available Council meeting.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Financial Officer and its Committees as and when appropriate.