



BAYDON  
PARISH COUNCIL

SCHEME OF DELEGATION

Accepted at a meeting of the Baydon Parish Council dated .....

Signed.....  
Chair

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and any Standing Committees to act with delegated authority in specific circumstances detailed.

#### **PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER**

- To take action on any issue of such urgency, that cannot wait until the next Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take his/her 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 urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure subject to the limit of £500.

Specifically authorised to:

- i. Receive declarations of interest
- ii. Receive and record notices disclosing pecuniary interest
- iii. Receive and retain documents for the Parish Council
- iv. Sign Notices and other documents on behalf of the Parish Council
- v. Sign summons to attend meetings of the council
- vi. To be responsible for the Parish Council's petty cash

Delegated authority to undertake the following matters

- i. Day to day administration of services, together with routine inspection and control
- ii. Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee
- iii. Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not to correspondence requiring an opinion to be taken by the Council or its Committees

Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

## **COUNCIL**

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making of Orders under statutory powers
- Matters of principle or policy
- Nomination of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)
- Any proposed new undertaking
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee

### **Committees:**

At present there are no committees in place, but in the case any committees are formed their delegated powers will be outlined as an addendum.

## **LIMITS TO DELEGATION**

All decisions taken under delegated authority will be in accordance with the Parish Council's Standing Orders, Financial Regulations, Committee Terms of Reference and this scheme of

delegation, and where applicable other rules/legislation/regulations. All decisions and recommendations will be reported to the first appropriate Council meeting.

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