

Drayton Bassett Parish Council

Scheme of Delegation to the Parish Clerk

Date Created	Date Adopted	Date Revised	Review Date
March 2026	March 2026		

Introduction

The Parish Clerk is both the Proper Officer and the Responsible Financial Officer for the Council.

This Scheme of Delegation sets out a framework and authorisations to empower the Clerk to act in required matters.

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and / or Officer.

The powers and duties set out in this scheme are delegated to the Parish Clerk.

This scheme will be reviewed as required and ratified annually.

Extent of Delegation

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2. The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- Any other adopted policies of the Council
- All statutory common law and contractual requirements

1.3. The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty

1.4. In addition the Parish Clerk is authorised to undertake the day-to-day administration of the Council to include:

- Emergency expenditure up to £1500 whether or not there is budgetary provision for the expenditure - subject to Standing Orders and Financial Regulations and in consultation with the Chair / Vice-Chair of the Council.
- Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories. Authorisation can be made by email if face to face authorisation is not possible
- Awarding a Grant if the amount awarded is within the agreed budget and within the terms of the Grant Awarding Policy (in consultation with the Chair / Vice-Chair of the Council)

- Taking appropriate action arising from other emergencies (in consultation with the Chair/Vice Chair of Council as appropriate to the circumstances)
- Authorise use of council facilities by the public and 3rd parties (in consultation with the Chair / Vice-Chair of the Council)
- Authorising repairs to council assets/property (in consultation with the Chair / Vice-Chair of the Council)

Urgent Decisions of Council

2.1. Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chair of the council.

2.2. Decisions made under this delegation will be reported to, and recorded in the minutes of, the next Council meeting.

2.3. Under this delegation, where appropriate, the Clerk may decide that an extraordinary meeting of the Council be called to deal with the urgent matter.

Planning Delegation to the Clerk

3.1. The Council delegates decisions arising under development control consultations to the Clerk in consultation with all Councillors.

3.2. Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the Council

3.3. The Clerk will arrange for relevant papers to be circulated to the Councillors who should return their comments, to the Clerk for determination of the Council's response within the prescribed consultation period if no meeting can be held.

3.4. Delegated decisions will be reported to, and recorded in the minutes of, the next council meeting.

3.5. In respect of controversial or major development proposals, the Clerk in consultation with the Chair, may decide that a parish meeting and/or an extraordinary meeting of the Council be called to consider the matter.

Written Records

4.1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095) require a written record to be kept of certain decisions made by an officer of a Parish Council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.