Date Adopted	Minute Ref	Review Cycle
14/05/2026	26/08	Annually

SCHEME OF DELEGATION

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

Proper Officer / Responsible Financial Officer

(1) 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 and take his/her view into account.

(2) To respond to consultations on Planning applications on behalf of the Council where the deadline for response is before the next scheduled meeting of the Parish Council (having consulted the Councillors for the area in which the planning application is situated)

(3) 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.

(4) To take any action regarding minor repairs (up to a cost of £500) and to report minor matters to the relevant authority.

(5) Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by the 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 Council's Standing Orders, 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 additional decisions on individual items to the Proper Officer/RFO as and when it is appropriate.

Adopted by the Council on 7/10/24