

Sutton Courtenay Parish Council

Scheme of Delegation

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

Proper Officer and Responsible Finance Officer

- 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 £2,000.00
- To take any action regarding minor repairs (up to a cost of £2,000.00) and to report the minor matters to the relevant authority.

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.

Staffing Committee

It will deal with HR issues and other contractual matter (except the resignation of staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination, and decisions on hours in excess of core hours.

Neighbouring Parish Councils Joint Committee

The Parish Council appoints two Councillors to the committee. The Committee cannot commit the Parish Council to any activity that would incur expenditure without approval of the Full Council. If necessary, an additional or extraordinary meeting would be called.

Recreation Ground bookings

The Clerk can respond to enquiries for bookings of the Recreation Ground (including the skate park) as long as the booking is free of charge and does not interfere with the licenses in place with Sutton Courtenay Football and Cricket Clubs.

Allotment agreements (2023/076)

The Clerk would sign all allotment agreements on behalf of the Council and Village Hall Management Trust.

Summer break payments (2023/076)

During the first two weeks of August, the Clerk would circulate the monthly receipts and payment report to Councillors, along with copies of the invoices to be paid and organises for two Councillors to authorise the payments. (All payments must comply with the existing Financial Regulations.)

Summer break planning (2023/076)

If notification of a planning application is received in July or early August and an extension cannot be agreed to allow the application to be considered at the September meeting that the Clerk circulates the application to all Councillors and then seeks guidance from the Planning working party before replying to the application on behalf of the Council.

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 Officer/Responsible Finance Officer and its Committees as and when appropriate.

© Copyright 2019

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.