

WEEKLEY PARISH COUNCIL

Scheme of Delegation to the Clerk/RFO



This Scheme of Delegation sets out the limited matters delegated by the Parish Council to the Parish Clerk, who also serves as the Council's Proper Officer and Responsible Financial Officer (RFO).

Scope of Delegation

Nothing in this Scheme delegates:

- Any matter reserved to the full Council by law
- Any matter that may not lawfully be delegated
- Any matter reserved by Standing Orders or Financial Regulations

Delegation is intended to facilitate efficient Council business while maintaining the Clerk's accountability to the Council.

General Principles

The Clerk shall exercise delegated powers:

- In the best interests of the Council
- Within approved budgets and policies
- In compliance with statutory and legal obligations

The Council may revoke or amend this Scheme at any time by resolution.

Financial Delegation

The Clerk/RFO is authorised to:

- Make payments for items within the approved budget
- Pay statutory fees, subscriptions, insurance, and audit costs

Emergency expenditure:

- The Clerk may authorise expenditure where delay would cause loss or breach of duty
- The Chairman shall be consulted where practicable
- All such expenditure shall be reported to the next Council meeting

Urgent Matters Between Meetings

Where an urgent decision is required and it is not practicable to convene a meeting, the Clerk may act in consultation with the Chairman (or Vice-Chairman if unavailable).

All actions taken under this delegation shall be reported to and recorded in the minutes of the next Council meeting.

Contracts and Procurement

The Clerk is authorised to:

- Obtain quotations and place orders in accordance with Financial Regulations
- Manage routine contracts approved by the Council
- Ensure procurement rules and thresholds set by Financial Regulations are observed

The Clerk **cannot** enter into unusual, long-term, or significant contracts without explicit Council approval.

Planning Matters

Where a planning consultation deadline occurs before the next Council meeting and no extension can be obtained, the Clerk may:

- Circulate details to all Councillors
- Submit a response reflecting the majority view of Members
- If no consensus exists, submit a neutral or officer-led response
- Report such action to the next Full Council meeting

Inquorate Meetings and Urgent Business

If a Council meeting is inquorate, no formal decisions may be made. In these circumstances, the Clerk may:

- Progress administrative, statutory, or time-sensitive matters that cannot reasonably be deferred
- Take action necessary to protect the Council's legal or financial position
- Consult the Chairman (or Vice-Chairman) wherever practicable

All actions taken under this authority shall:

- Be limited to what is strictly necessary
- Be reported to the next quorate Council meeting
- Be recorded in the minutes

Emergency and Urgent Action

In cases of urgency or emergency where delay would be prejudicial to the Council's interests, the Clerk may take necessary action in accordance with Standing Orders and Financial Regulations.

Where practicable, the Clerk shall consult the Chairman (or Vice-Chairman). All actions shall be reported to the next Full Council meeting.

Matters Reserved to Full Council

The following matters must be determined by the Full Council:

- Setting the annual precept
- Approval of the annual budget
- Adoption or amendment of Standing Orders, Financial Regulations, or Council policies
- Borrowing, leasing, or long-term financial commitments
- Approval of accounts and audit return
- Appointment, dismissal, or disciplinary matters relating to the Clerk
- Decisions of policy or principle
- Any matter the Council resolves to reserve to itself

Reporting and Review

All actions taken under delegated authority shall be reported to the next Full Council meeting and recorded in the minutes.

This Scheme of Delegation shall be reviewed:

- Annually
- Following a change of Clerk
- Following significant legislative or governance changes

Version	Purpose/change	Author	Date	Minute Ref
1	New	RC	11/05/2021	21/019
2	Readopted	RC	14/05/2024	
3	Revised	RC	03/02/2026	