

## BELBROUGHTON & FAIRFIELD PARISH COUNCIL: SCHEME OF DELEGATION

### INTRODUCTION

A Parish Council may delegate decisions to a committee, a sub-committee reporting to a committee, or to the Clerk, being the Council's Proper Officer.

Decisions may not be taken by an individual Councillor, including the Chairman.

Working Groups of Councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the Council and to make recommendations to the Council.

The Council should agree terms of reference for its committees and working groups and review these annually.

### Health Crisis

The following additional clauses were approved **30<sup>th</sup> March 2020** and will continue to apply:

- a. To delegate the postponement of future meetings of the Council or its Committees to the Clerk should this be required, in consultation with the Council Chairman, or in his absence the Vice Chairman. Should the clerk be unavailable the Chairman, Vice-Chairman and Chairman of the Finance Committee would make the decision by majority. They would also arrange the 'clerking' of meetings in the clerk's absence.
- b. If required the Clerk may respond to planning applications, after consultation via electronic means with members.
- c. The Finance Committee is permitted to authorise the clerk by electronic means to make payments in accordance with an agreed listing.
- d. Should the Finance Committee be unable to meet, to permit the clerk to spend specific items as set out in the Parish Council's budget\*, any such payments to be reported to the Council at its next meeting. (\*This power is held in the Financial Regulations).

### Urgent Decisions of the Council

1. Urgent decisions required between scheduled Council meetings are delegated to the Clerk in consultation with the Chairman or in his/her absence the Vice-Chairman.
2. Decisions made under this delegation will be reported to and minuted at the next Council meeting.
3. Where appropriate, the Clerk may decide that an Extraordinary Meeting of the Council be called to deal with the urgent matter.

1.

4. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair or 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. The Clerk shall report the action to the Council as soon as practicable thereafter.

### Planning Committee

- 5 The Council, as statutory consultee, delegates all decisions arising under Development Control consultations to the Planning Committee which will meet at such time that the Clerk in consultation with the Chairman of the Committee decides.
- 6 Membership of the Planning Committee will be determined by the Council.
- 7 The Planning Committee will receive reports of Development Control decisions taken by the Local Planning Authority.
- 8 The Planning Committee will consider and make recommendations to the Council on all matters of planning policy referred to the Council by the Local Planning Authority and other authorities.
- 9 Agendas for meetings in open session will be circulated according to legislative requirements and at the same time posted on notice boards.
- 10 The Clerk may arrange for Councillors to meet near or on-site to familiarise themselves with the site but not to debate an application.
- 11 Minutes of the Planning Committee will be approved by the Committee and received by the Council.
- 12 Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Planning Committee may decide that a Parish meeting or Extraordinary meeting of the Council be called to consider the matter or that the matter be referred to the next Council meeting.
- 13 Exceptionally, if it is not possible to arrange a Planning Committee meeting in time to meet statutory consultation deadlines, the Clerk will arrange for relevant papers to be circulated electronically to members of the Committee who should return with their comments to the Clerk who will determine the Council's response. Decisions made under this delegation will be reported to and minuted at the next Committee meeting.

### Finance Committee

- 14 Member ship of the Finance Committee shall be determined by the Council.
- 15 Agendas for meetings in open session will be circulated according to legislative requirements and at the same time posted on notice boards.
- 2.

- 16 Minutes of the Finance Committee will be approved by the Committee and received by the Council.
- 17 The Committee will normally meet monthly but will meet at least quarterly to monitor financial records, bank reconciliations, budgetary control and other internal control measures.
- 18 The Committee has delegated authority to authorise payments on behalf of the Council in accordance with the Council's budget and within 10% of budgeted expenditure. These payments will be set out for approval in a schedule prepared by the Clerk and accompanied by relevant invoices.  
Expenditure against budget plans will be reported regularly to the Council.
- 19 The Clerk, as the RFO, is responsible for the proper administration of the Council's financial affairs. Subject to this the Finance Committee will make recommendations to the Council regarding:
  - Budget setting
  - Financial regulations
  - Finance policies and procedures
  - Appointment of the internal auditor
  - Risk management
  - Internal and external auditors' reports
  - Grants to parish bodies
  - Contracts and capital projects
20. The Council may from time to time delegate specific financial decisions to the Finance Committee. These will be reported to the Council at the earliest opportunity.

**4<sup>th</sup> May 2020**