



*Longwick-cum-Ilmer  
Parish Council*

## **SCHEME OF DELEGATION**

### **Introduction**

This Scheme of Delegation was approved by Longwick cum Ilmer Parish Council on 16<sup>th</sup> June 2026

The scheme does not delegate any matter:

1. Reserved by law
2. 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. The Parish Clerk is also the Council's Responsible Financial Officer and Proper Officer, with responsibility for the day-to-day management of the organisation.

This Scheme is made under the Local Government Act 1972, including s.101 (delegation of functions), s.112 (appointment of staff), and s.151 (responsibilities of the Responsible Financial Officer).

The scheme will be reviewed on an annual basis.

### **1 Extent of Delegation**

- 1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Parish Council.
- 1.2 The Parish Clerk will exercise these powers in accordance with:
  - Approved budgets
  - The Council's Financial Regulations and Standing Orders
  - 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 Parish 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 £2,500 whether or not there is budgetary provision for the expenditure with such expenditure reported to the next meeting 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 authorisations are not possible.

### **2 Urgent Decisions of the Parish Council**

- 2.1 Urgent decisions are those where a delay until the next scheduled meeting would cause the Council to fail to meet a statutory deadline or incur financial or operational risk.
- 2.2 Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the Parish Council
- 2.3 Decisions made under this delegation will be reported to, and recorded in the minutes of, the next Parish Council meeting.

### **3 Planning Delegation to the Clerk**

- 3.1 The Parish Council delegates decisions arising under planning 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 Parish Council.
- 3.3 The Clerk will arrange for relevant papers to be circulated to the councillors who should return their comments, The Clerk will then determine the Council's response based on the majority view of councillors who respond within the consultation period.
- 3.4 Delegated decisions will be reported to, and recorded in the minutes of the next Parish Council meeting.
- 3.5 In respect of a controversial or major development proposal, the Clerk in consultation with the Chairman, may decide that an extraordinary meeting of the Parish Council be called to consider the matter.

#### **4 Written Records**

- 4.1 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6<sup>th</sup> August 2014, 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.