



1. General Delegation Framework

This Scheme of Delegation is made under Section 101 of the Local Government Act 1972 and authorises the Proper Officer (Town Clerk/RFO), other Officers, and Committees to act within the delegated powers set out herein.

This Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively. All delegated authority must be exercised in accordance with:

- The Council's Standing Orders
- Financial Regulations
- Approved Committee Terms of Reference
- The Code of Conduct and relevant legislation

Officers shall not exceed delegated authority and must refer matters to the appropriate Committee or Full Council where required.

2. Planning Application Responses

If a planning application is received and the deadline expires before the next scheduled meeting:

- The Proper Officer shall first seek an extension from the relevant authority.
- Where an extension is not granted or it is not practicable to convene a quorate meeting, the Proper Officer (or delegated officer) may submit comments on behalf of the Council following consultation with Members.
- Members shall be consulted electronically where possible.
- Any decision taken under this delegation shall be reported to the next available Committee meeting for noting.
- This delegation shall not be used where a meeting can reasonably be convened.

3. Payments and Financial Delegation

The RFO, or Deputy Clerk/Deputy RFO, has delegated authority to make payments without prior committee approval only where such payments are within an approved budget and comply with Financial Regulations.

This authority is limited to:

- Payments relating to approved contracts, memberships, and subscriptions;
- Salaries, pensions, HMRC, and statutory payments;
- Routine officer expenses (supported by receipts);
- Utilities, rent, and essential services;
- VAT and statutory liabilities;
- Operational expenditure up to £1,000 (excluding VAT), provided it is within budget and authorised in accordance with Financial Regulations.
- Emergency expenditure up to £2,000 (excluding VAT) where necessary to mitigate immediate risk, in accordance with Financial Regulation 5.18.
- All payments made under delegated authority shall be reported to the next appropriate Council or Committee meeting.

4. Disposal of Assets

The Town Clerk/RFO may dispose of Council assets with an individual value up to £500, provided that:

- Disposal is in accordance with Financial Regulations;
- Best value is achieved where appropriate;
- A record is maintained and reported to Council.

Version	Date	Minute Number	Approved by	Review Date
5 (26)	n/a 2026		Policy and Resources	Annual
	10 June 2026	C 096/06/26	Full Council	Annual (or as needed)



5. Staffing Matters

- The HR Committee (or equivalent body), in consultation with the Town Clerk, may review and recommend changes to staffing structures, roles, and responsibilities in accordance with employment law and approved budgets.
- The Town Clerk has delegated authority for the day-to-day management of staff.
- Recommendations relating to pay, grading, or substantive structural changes must be referred to Full Council for approval.
- Authorised Members and Officers may seek professional HR advice where required.

6. Urgent Matters

In the event of urgent business requiring immediate decision:

- The Town Clerk shall consult with the Mayor and the Chairman of the Policy & Resources Committee (or their deputies).
- Those consulted, together with the Town Clerk, may take necessary action on behalf of the Council.
- Urgent expenditure under this provision shall not exceed £5,000 and must comply with Financial Regulations.
- Before exercising this power, consideration must be given to calling an Extraordinary Meeting.
- All decisions must be fully recorded and reported to the next meeting of the Council.
- Urgent matters should typically:
 - Be unforeseen;
 - Be time-sensitive;
 - Fall outside existing delegated powers;
 - Be necessary to prevent risk, loss, or significant cost.

7. External Engagement and Information Gathering

- The Town Clerk (Proper Officer), or nominated officer, is authorised to attend meetings with external organisations, partners, statutory bodies, and community groups for the purpose of information gathering, relationship management, and preliminary discussion.
- Where such matters fall within the remit of a specific Committee, the Town Clerk shall liaise with, and where appropriate be accompanied by, the relevant Committee Chairman or Vice-Chairman.
- This delegation is strictly limited to fact-finding, engagement, and preliminary discussion and does not permit the Town Clerk or accompanying Members to:
 - Make decisions on behalf of the Council;
 - Commit the Council to any course of action, expenditure, or policy;
 - Formally represent a Council position unless previously agreed.
- All relevant matters arising from such meetings shall be reported to the appropriate Committee or Full Council for consideration and decision.
- This delegation shall be exercised in accordance with the Local Government Act 1972 (Section 101), the Council's Standing Orders, Financial Regulations, and Committee Terms of Reference.

Version	Date	Minute Number	Approved by	Review Date
5 (26)	n/a 2026		Policy and Resources	Annual
	10 June 2026	C 096/06/26	Full Council	Annual (or as needed)