Foulden Parish Council

Scheme of Delegation

Adopted by Foulden Parish Council
4th November 2026

1. Introduction

The Local Government Act 1972, section101, gives a parish council power to delegate decisions to a committee or the clerk, being the council's proper officer. Foulden Parish Council recognises that it has a responsibility to ensure the effective running of the Council and its services.

In order to achieve this, some delegated functions and responsibilities have to be made and will be outlined within this scheme of delegation. The Council is committed to efficient working practises which minimise the impact on the local ratepayers and so this scheme has been tailored to try and balance control measures with effectiveness.

2. Objectives

The policy aims to:

- Further clarify the roles and delegated responsibilities of the clerk and members.
- Ensure adequate control measures are in place to protect the Council's finances
- Ensure the Council is acting in accordance with the Audit and Accounts Regulations.

3. General Delegations

3.1 Responsible Financial Officer

The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time. The Clerk may obtain advice and guidance from external professionals (which may bear a cost) in order to ensure this is achieved effectively.

3.2 Proper Officer

3.2.1 `The Parish Clerk shall be the Proper Officer of the Council and is specifically authorised to:

• Receive declarations of acceptance of office
• Receive and record notices disclosing personal interests
• Receive and retain plans and documents
• Sign notices or other documents on behalf of the Council
• Receive copies of bylaws made by a principal local authority
• Certify copies of bylaws made by the Council
• Sign summons to attend meetings of the Council
• Seal documents, deeds, contracts and agreements following a resolution to do so from Council

3.2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

• Day to day administration of services, together with routine inspection, control and compliance.
• Authorisation to call any extra meetings of the Council as necessary, having consulted with the Chair of the Council.
• Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council unless a response is collated following Councillor feedback and approved by Councillors.

• Authorisation of routine recurring expenditure within the agreed budget
• Emergency expenditure identified in Financial Regulations.
• Authorisation of expenditure on works identified in Financial Regulations.

3.2.3 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

3.3 Council

The following are reserved matters for the Council to decide and cannot be delegated.

• Appointment of the Parish Clerk / RFO
• Setting the Precept
• Borrowing money
• Approval of the Council's Annual Accounts and the Annual Return
• Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
• Nomination and appointment of representatives of the Council to any other authority, organisation or body
• Any proposed new undertakings
• Responses to legislative and other allied consultations
- Appointment of standing committees or other committees as may be necessary and determination of the terms of reference

3.4 Delegated Committees

Foulden Parish council has no committees. Any committee will be formed by Full Council agreement.

4. Urgent matters

4.1 In the event of any matter arising which requires an urgent decision, the Parish Clerk shall consult with all Councillors before acting on behalf of the Council in respect of the particular matter then under consideration.

4.2 If, for whatever reason, Councillors do not respond, or cannot be contacted by all reasonable means of communication, then the Clerk is authorised to exercise their judgement and proceed if the matter is of such an urgent nature that timing is critical.

4.3 Before the Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter is of sufficient:

• interest to justify the summoning of a Special Meeting of the Council and where a meeting should be convened.
• Whenever any action is taken in this way, this shall be reported to the next available meeting of the Council.