

WESTON ON THE GREEN PARISH COUNCIL



SCHEME OF DELEGATION

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman (or Vice Chairman if in post and the Chairman is unavailable) and take their views into account.
- To incur expenditure within an agreed budget for any items below £250.00 excluding VAT. If in consultation with the Chair of the Council, the expenditure is subject to a limit of £500.00 excluding VAT.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be undertaken immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 excluding VAT.
- To report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the Chair as soon as possible and the next available Council meeting.

Planning Delegation Powers

Planning applications will normally be considered at the monthly Parish Council meetings.

Any planning applications which are not able to be considered in the usual way, via the Planning Councillor, shall be received by the Clerk who will provide details to Councillors. Where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. Where queries arise, the Clerk will call a meeting which may require an additional Parish Council meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable any other rules, regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate.

Policy To Be Adopted by Weston on the Green Parish Council: 12th May 2026 (Minute Reference: xxxx)

Review Date: May 2027 (subject to legislation changes or change in Council circumstances).