

Shawbury Parish Council

SCHEME OF DELEGATION

Powers Delegated to the Parish Clerk

General Powers Delegated to the Clerk as Proper Officer

- Act as the **Proper Officer** as defined in legislation, including the Local Government Act 1972.
- Manage the day-to-day operations of the Council, including the management of staff, facilities, services, and contractors.
 - To place orders for goods or services if they are budgeted for and conform to the Council's Financial Regulations and powers.
 - Ensure legal compliance in all aspects of the Council's operations.
 - To take decisions required under legislation, e.g. Freedom of Information Act, Data Protection Act, Health & Safety Acts etc., which must be made within a time scale that does not allow for the calling of a meeting.
 - Respond to correspondence and communications on behalf of the Council, and liaise with residents, external agencies, and authorities.
 - Implement decisions of the Council and its committees.

Powers Delegated to the Clerk as Responsible Finance Officer

The Clerk, acting as the Responsible Financial Officer (RFO), is authorised to:

- Manage all the Council's financial affairs in accordance with the latest version of the Governance and Accountability for Smaller Authorities in England (the Practitioners' Guide).
- Prepare annual estimates and draft budget for consideration by the Council.
- Submit the precept requirement to the billing authority.
- Maintain the Council's accounts, bookkeeping, and financial records.
- Process and monitor all income and expenditure.
- Prepare and submit VAT claims.
- Reconcile bank accounts monthly.
- Following discussion with the Chair and Vice Chair, to bid for external funding to support the work of the Council.
- In discussion with the Chair or Vice Chair, 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 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 full council as soon as practicable thereafter.

Specific Powers Delegated to the Clerk

Planning

To delegate authority to the Parish Clerk following consultation with the Chair and Vice Chair to respond to planning applications whose deadline for consultation falls prior to a Parish Council meeting, provided that no Councillor requests a special meeting is to discuss the application.

Consultations

To delegate authority to the Parish Clerk following discussion with the Chair and Vice Chair to respond to external consultations where the deadline falls prior to a Parish Council meeting, providing that no Councillor requests a special meeting to discuss the consultation.

Emergency Powers Delegated to the Parish Clerk

Upon the declaration of a national or local emergency situation which will affect the work of the Council, with the agreement of the Chair and Vice Chair:

- In consultation with the Chair and Vice Chair to approve expenditure against items in the Parish Council's budget any such payments to be reported to the Council at the next ordinary meeting.
- To extend the financial emergency delegation powers approved laid out in the financial regulations to a limit of £1,000
- Following consultation with the Chair and Vice Chair to respond to all planning applications following consultation with the Chair and Vice Chair, provided that no Councillor has requested a special meeting to discuss the application
- To act upon Government advice in relation to the following:
 - Holding of the Annual Meeting of the Parish Council
 - Arrangements for holding ordinary Council meetings
 - Holding of the Annual Parish Meeting
 - Arrangements for the Annual Governance and Accountability Return
 - Implementation of any changes to the decision-making process for Parish Council

Any emergency scheme of delegation should remain in place until emergency restrictions are lifted, at which time it will be reviewed.

Adopted	March 2026
Review Frequency	Annually at the Annual PC Meeting
Next Review due	May 2026