FECKENHAM PARISH COUNCIL

SCHEME OF DELEGATION TO THE CLERK

Amended 16.07.2015

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, a sub-committee reporting to a committee, or the clerk, being the council’s proper officer. Decisions may not be taken by an individual councillor, including the chairman.

Working groups of councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the council and to make recommendations to council.

The council should agree terms of reference for delegation whether this is to an officer or committees, sub-committees and working groups.

URGENT DECISIONS OF THE COUNCIL

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman of the Council.

The Clerk is permitted urgent expenditure up to £400 including VAT per month to be made without a formal decision to do so in a Council Meeting. Two Councillors are required signatories and all spending must be reported at the next meeting of the Council. Decisions made under this delegation will be reported to and minuted at the next council meeting.

Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

CLERK’S DELEGATION SCHEME FOR PLANNING

1. All planning application consultations whose deadlines expire after the next scheduled meeting will be considered in Council.

2. The Clerk will endeavour to obtain extensions for planning application consultation deadlines which fall shortly before the next scheduled meeting.

3. The Council delegates all planning application consultations not considered the above clauses (1 & 2) to the Clerk in consultation with one or more named Councillors determined by the Council.

4. Consultation may be by correspondence, including email, or in person.

5. The Clerk will email planning consultation notices to the named Councillors. Planning applications can be viewed online at the local authority’s website. Comments should be returned as soon as possible to the Clerk for determination of the Council’s response within the prescribed consultation period.

6. Decisions made under delegation will be reported to and minuted at the next Council meeting.

7. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Council,
may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter or that the matter be referred to the next Council Meeting, whichever is appropriate.

OTHER MATTERS PERTAINING TO FINANCE

CLERK’S FINANCE SUPPORT GROUP adopted 15 May 2008

Terms of Reference

2. Monitor financial records, bank reconciliations, budgetary control and other internal financial control measures.
3. Monitor the work of the Internal Auditor.
4. Support the Clerk in making recommendations to the Council regarding:
   A. Budget planning
   B. Financial Regulations
   C. Appointments of the Internal Auditor
   D. Risk Management
   E. Insurance review
   F. Internal & external auditors’ reports

Chairman’s Allowance
On the 20th of September 2007, the Council adopted a Chairman’s allowance of £100 per annum. This amount can be spent by the Chairman with prior approval of the Council, and is reimbursable upon presentation of a receipt/invoice.

Councillors Expenses
On the 18th of December 2007, the Council agreed to the recommendations of the District Independent Remuneration Panel in relation to Councillor reimbursement amounts for Councillors expenses incurred whilst on Council business, as follows:

- Chairman Allowance £100 (see above)
- Travel Allowance 40 pence per mile
- Lunch Maximum Allowance £10
- Evening Meal Maximum Allowance £15
- All other expenses as per invoice
- All expenses must be agreed in advance by the Council