



FINSTALL PARISH COUNCIL

POLICY SCHEME OF DELEGATION

First adopted	03/12/2024
Reviewed	03/2026

1. Introduction

This scheme outlines the delegation of powers and duties from the Parish Council to its Clerk in accordance with the Local Government Act 1972, s101. If the parish council sets up any committees in the future, their Terms of Reference will be added to this Scheme.

2. General Delegations

The Proper Officer (Clerk) is required to:

- Receive and record declarations of acceptance of office.
- Receive and retain plans and documents.
- Sign notices or other documents on behalf of the Council.
- Authorise routine recurring expenditure within the agreed budget.
- Authorise emergency expenditure up to the amount specified in Financial Regulations.
- Call extra meetings of the Council as necessary.
- Work to the job description provided.
- Work within the Council's Standing Orders, Financial Regulations and assorted policies.

If the Council sets up any Committees, they will be expected to:

- Make recommendations to the Council on specific matters.
- Manage specific projects or areas of responsibility as delegated by the Council and identified in the committee's Terms of Reference.

3. Council Reserved Powers

The Council is expected to retain responsibility for:

- Appointment of the Clerk.
- Adoption and amendment of Standing Orders, Financial Regulations, and other Council policies.
- Approval of the annual budget and precept.
- Approval of the end of year accounts and governance statement (AGAR).
- Receipt and, if required, response to internal and external audit reports.
- Appointment of Committees and Working Groups.
- Approval of significant expenditures and, if required, the decision to borrow.

4. Review and Amendments

This scheme will be reviewed annually or when there is a change in the Clerk or significant changes in Council operations.