

Scheme of Delegation

Purpose and scope

The aim of this document is to lay out the scheme of delegation for Hethersgill Parish Council.

Section 101 of the local Government Act 1972 provides that;

- The council may delegate its powers (except those incapable of delegation) to an officer or committee.
- A committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Hethersgill Scheme of delegation is relatively simple because;

- There is only one officer (the Clerk + RFO)
- There are no committees

Any delegated powers shall be exercised in compliance with the council's standing orders, Financial Regulations and any other policy or condition imposed by the council and within the law.

Review

This will be reviewed annually unless earlier review is triggered:

- The appointment of additional / new officers.
- The appointment of a committee.

Matters to be resolved by full council

Some matters can not be delegated and must be resolved by the full council.

- To approve and adopt the budget
- To appoint the Chair and Vice Chair
- To adopt a schedule of meetings

- To make any decisions which would be contrary to any policies
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To set the precept
- To borrow money
- To receive statutory reports from the Parish Clerk
- To consider any matter required by law to be considered by the full council

The Clerk / RFO

- The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer
- The Parish Clerk is designated and authorised as to act as the Responsible Finance Officer
- Responsibility is delegated to the Clerk to maintain and develop the Councils website
- Matters Delegated to the Proper Officer can be found in the standing orders and Financial Regulations
- Matters Delegated to the RFO can be found in the standing orders and Financial Regulations
- Limited powers are delegated to the Clerk to respond and make comments on planning applications
- The Parish Clerk is delegated and authorised to represent and respond on behalf of the Parish Council

Representing the Parish Council

- No-one other than the Clerk or a member of the Council may represent the views of the Council unless a full meeting of the Council has nominated them to do so in a specific capacity.

— policy ends here —

Accepted by FCM and Adopted: May 2026

Date for next review: No later than May 2027

Review: Annually

Amendment Notes -

Date accepted by FCM	Amendment