

# GREAT LONGSTONE PARISH COUNCIL

## Scheme of Delegation

This Scheme of Delegation was adopted at the meeting of the Great Longstone Parish Council held on 11<sup>th</sup> March 2026.

This Scheme will be reviewed annually by Full Council, or when there are changes to legislation, whichever is the sooner.

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer and Standing Committees of Great Longstone Parish Council (the Council) to act with delegated authority in specific circumstances.

### 1. Responsible Financial Officer

The Parish Clerk shall be appointed as the Responsible Financial Officer under section 151 of the Local Government Act 1972 and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time (including Financial Regulations).

### 2. Proper Officer

2.1 The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- receive declarations of acceptance of office.
- receive and record notices from Councillors disclosing interests.
- receive and retain plans and documents.
- sign Notices or other documents on behalf of the Council.
- receive and retain copies of statutory notices and documents served on the Council.
- certify copies of By-laws made by the Council.
- sign and issue summonses to attend meetings of the Council.
- sign binding contracts on behalf of the Council in accordance with the Standing Orders where authority to enter into such contracts has been given by Council or delegated under this Scheme.
- give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
- convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- the day-to-day administration of Council services, together with routine inspection and control.
- authorisation of an expenditure up to £500 within the agreed budget.
- expenditure of up to £1,000 as per Council's Financial Regulations in consultation with the Chair of the Council.
- arrange the making of payments on behalf of Council in line with the Council's Financial Regulations.
- authorise the procurement of services and enter into contracts for the execution of works or supply of equipment as authorised by Council or its Committees and in line with Council's Financial Regulations.
- prepare and administer the Annual Governance and Accountability Return process, including liaison with internal and external auditors, for approval by Council.
- as Council's Health and Safety named representative take such action as is necessary to ensure the safety and security of Council's properties and those who use them, and to take such action as is necessary to fulfil their duties, as governed by Council's Standing Orders.

2.3 Planning applications shall be received by the Parish Clerk who will provide details to Councillors. If the deadline for comments is after the next scheduled meeting the application will be reviewed at that meeting. If the deadline is prior to the next scheduled meeting the Parish Clerk will follow the procedure laid out in Standing Orders and submit the Council's response, or a response made under delegated authority, to the Local Planning Authority.

2.4 The Parish Clerk is authorised to approve and arrange additional cuts of grass in the Closed Churchyard, Recreation Grounds and Village Greens, as necessary and within the approved budget, to maintain standards and to respond to seasonal or community needs.

2.5 In cases of extreme urgency where it is not practicable to convene a meeting, the Parish Clerk, in consultation with the Chair, may take decisions within the limits of this Scheme, which shall be reported to the next meeting of the Council. This includes, but is not limited to, arranging for clearance of snow and gritting of roads within the Parish.

2.6 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

### **3. Parish Council**

3.1 The following matters are reserved to Full Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- setting the precept.
- approving the annual budget.
- borrowing money.
- power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the current budget.
- making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation including to delegate to the committee powers and duties in accordance with their approved Terms of Reference or to Officers.
- making, amending or revoking by-laws.
- making of Orders under any statutory powers.
- decide matters of principle or policy.
- nomination and appointment of representatives of the Council to any other authority, organisation or body.
- any proposed new undertakings.
- prosecution or defence in a court of law.
- nomination or appointment of representatives of the Council at any inquiry on matters affecting Great Longstone Parish, excluding those matters specific to a committee.
- approving the Annual Governance and Accountability Return (AGAR).
- to set dates of meetings of the Council.
- to oversee the conduct of the Council and the Committees endeavouring to act in the best interests of all residents.
- receipt of reports to the Council from various Committees, Sub-Committees and Working Parties.
- consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents not appropriate for delegating to Committees.
- the appointment and dismissal of the Parish Clerk/RFO role.
- any other matters not delegated to a Committee, Sub-Committee or Project Steering Group or Working Party or referred to the Council by a Committee, Sub-Committee, or Project Steering Group or Working Party.
- Matters of strategic growth within the parish; and
- Disposal of assets with a value of over £500 and any interests in land.

#### **4. Standing Committees**

Great Longstone Parish Council has appointed a Staffing Committee to undertake work for and on behalf of Council. The specific responsibilities of the Committee are confirmed by their own Terms of Reference.

The Staffing Committee, and any other future Committees, Sub-Committees and Working Groups are subject to the following principles:

- delegated powers are exercised in accordance with any policy or direction given by Council.
- delegated powers are subject to the Council's Standing Orders and Financial Regulations.
- any unresolved differences between Committees shall be referred to Full Council for determination.

Committees will refer to Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Great Longstone.

Approved by Great Longstone Parish Council – 11<sup>th</sup> March 2026