

Penton Mewsey Parish Council

Scheme of Delegation

Version: 2026

Review Date: Annually at the Annual Parish Council Meeting

Authority: Local Government Act 1972, Section 101

Related Documents: Standing Orders (NALC 2025), Financial Regulations (NALC 2025), Code of Conduct, Risk Management Policy, Financial Risk Assessment.

1. Purpose

This Scheme of Delegation sets out the powers delegated by Penton Mewsey Parish Council to the Clerk and Responsible Financial Officer (RFO) and identifies matters reserved to Full Council.

The purpose of the scheme is to:

- Ensure efficient administration.
 - Clarify responsibilities and decision-making authority.
 - Support good governance.
 - Provide transparency and accountability.
 - Ensure compliance with legislation and audit requirements.
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2. General Principles

The Council may delegate functions to:

- A committee.
- A sub-committee.
- An officer (the Clerk).
- Another local authority where legally permitted.

No individual councillor has authority to make decisions on behalf of the Council unless specifically authorised by resolution or by this Scheme of Delegation.

The Clerk shall act in accordance with:

- Legislation.
 - Standing Orders.
 - Financial Regulations.
 - Council policies.
 - Approved budgets.
 - Council resolutions.
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3. Matters Reserved to Full Council

The following matters may not be delegated and shall be determined by Full Council:

Governance

- Adoption and amendment of Standing Orders.
- Adoption and amendment of Financial Regulations.
- Adoption and amendment of this Scheme of Delegation.
- Adoption and amendment of Council policies.
- Adoption of the Code of Conduct.
- Creation or dissolution of committees.

Finance

- Setting the annual budget.
- Setting the precept.
- Approval of AGAR Section 1 (Annual Governance Statement).
- Approval of AGAR Section 2 (Accounting Statements).
- Approval of borrowing.
- Acquisition, disposal or lease of land.
- Approval of earmarked reserves.
- Approval of grants.

Audit

- Appointment of Internal Auditor.
- Consideration of Internal Audit reports.
- Consideration of External Auditor reports.
- Approval of annual accounts.

Staffing

- Appointment of the Clerk.

- Determination of staffing establishment.
 - Adoption of employment policies.
 - Disciplinary and grievance decisions (other than routine administration). [\[nalc.gov.uk\]](http://nalc.gov.uk)
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4. Delegated Authority to the Clerk / RFO

The Clerk shall be the Proper Officer and Responsible Financial Officer.

The Clerk is authorised to:

Administration

- Implement Council decisions.
- Issue agendas and minutes.
- Manage correspondence.
- Maintain statutory registers.
- Maintain records and archives.
- Act as first point of contact for residents and stakeholders.

Finance

- Manage the Council's bank accounts.
- Prepare budgets and financial reports.
- Submit VAT claims.
- Maintain accounting records.
- Arrange insurance renewals.
- Make payments authorised by Council resolutions and within approved budgets.

Delegated Spending Authority

The Clerk may authorise expenditure up to:

£1000 per item

where:

- The expenditure is within an approved budget.
- The expenditure is necessary for the administration of the Council.
- No new policy decision is required.

All such expenditure shall be reported to the next available Council meeting.

5. Planning Matters

The Clerk may:

- Receive planning consultations.
- Circulate planning applications to councillors.
- Submit agreed responses on behalf of the Council.

Where consultation deadlines expire before the next meeting, the Clerk may submit comments after consultation with the Chair and Vice-Chair.

Any such action shall be reported to the next Council meeting.

6. Contracts and Procurement

The Clerk may:

- Obtain quotations.
- Manage routine contracts.
- Liaise with contractors.
- Monitor contract performance.

The Clerk may not:

- Award contracts above limits within Financial Regulations.
 - Enter into long-term contracts without Council approval.
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7. Data Protection and Information Governance

The Clerk shall have delegated responsibility for:

- GDPR compliance.
- Data Protection Policy implementation.
- Subject Access Requests.

- Freedom of Information requests.
- Environmental Information Regulations requests.
- Records retention compliance.
- Website transparency compliance.
- Data breach management.

The Clerk shall report any significant data breach to the Council immediately.

8. Emergency Powers

Where:

- Immediate action is required,
- It is not practical to convene a Council meeting,
- Delay would cause financial loss, legal risk, health and safety concerns, or significant service disruption,

the Clerk shall have delegated authority, after consultation with the Chair (or Vice-Chair in the Chair's absence), to take necessary action.

Examples include:

- Tree safety works.
- Flood response.
- Essential repairs.
- Security incidents.
- Data security incidents.

All actions taken shall be reported to the next Council meeting.

9. Asset Management

The Clerk may:

- Arrange inspections.
- Arrange routine repairs.
- Maintain the Asset Register.
- Maintain insurance schedules.

The purchase or disposal of assets remains reserved to Full Council unless previously budgeted and specifically authorised.

10. Reporting Requirements

All decisions taken under delegated authority shall:

- Be recorded by the Clerk.
- Be available for inspection.
- Be reported to the next Council meeting.
- Be included in Council records where appropriate.

A Delegated Decisions Log shall be maintained containing:

- Date.
 - Matter considered.
 - Decision taken.
 - Reason for urgency (where applicable).
 - Financial implications.
 - Date reported to Council.
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11. Review

This Scheme of Delegation shall be:

- Reviewed annually.
 - Reviewed following significant legislative change.
 - Reviewed following recommendations from Internal or External Audit.
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Adoption

Adopted by Penton Mewsey Parish Council

Minute Reference: ____0826/12_____

Date: ____18th August 2026_____

Chair Signature: ____J Venn_____

Clerk Signature: ____H Easton_____

