

# Preston Patrick Parish Council

## Scheme of Delegation to the Clerk

Preston Patrick Parish Council Scheme of Delegation to the Clerk Adopted: 26<sup>th</sup> May 2026

Review Date: Annual Meeting each year

### 1. Introduction

This Scheme of Delegation sets out the functions delegated by Preston Patrick Parish Council (“the Council”) to the Clerk in accordance with **Section 101 of the Local Government Act 1972**. Its purpose is to ensure the efficient, lawful and continuous operation of the Council between meetings, particularly where communication between councillors is limited.

Delegation enables the Clerk to act on behalf of the Council within defined parameters, ensuring that essential business is not delayed and statutory obligations are met.

### 2. General Delegation

The Clerk is authorised to take all necessary actions, within the Council’s approved budget, to ensure the effective management and administration of the Council’s functions, services and responsibilities.

This includes day-to-day operational decisions and actions required to maintain compliance with legislation, audit requirements and deadlines.

### 3. Specific Delegated Powers

#### 3.1 Finance

The Clerk is authorised to:

- Incur expenditure up to **£150** where provision has been made in the approved budget.
- Pay invoices, salaries, contractual payments and routine expenses.
- Authorise emergency expenditure up to **£250** where delay would cause risk, loss or breach of statutory duty, reporting such actions to the next Council meeting.

#### 3.2 Governance and Administration

The Clerk may:

- Respond to correspondence and consultations where deadlines fall before the next Council meeting.
- Manage the Council's contractors, suppliers and service providers.
- Take actions required to comply with statutory obligations, including audit, data protection, transparency and financial reporting.
- Issue notices, publish statutory documents and carry out administrative functions required by law.

### **3.3 Planning**

The Clerk may submit comments on planning applications where:

- the deadline falls before the next scheduled Council meeting, and
- the Clerk has consulted with the Chair or, if unavailable, the Vice-Chair.

### **3.4 Urgent Decisions**

Where an urgent decision is required between meetings, the Clerk is authorised to act **in consultation with the Chair**, or if the Chair is unavailable, the Vice-Chair.

All urgent decisions must be reported to the next Council meeting.

## **4. Matters Reserved to the Council**

The following matters may not be delegated and must be decided by the full Council:

- Setting the annual precept
- Approval of the Annual Governance and Accountability Return (AGAR)
- Adoption or amendment of policies
- Co-option of councillors
- Borrowing or lending money
- Disposal of land or significant assets
- Major contracts or commitments outside the approved budget

## **5. Review**

This Scheme of Delegation will be reviewed annually at the Annual Meeting of Preston Patrick Parish Council or sooner if required.

**Signed:**