



**HADDENHAM PARISH COUNCIL**  
**SCHEME OF DELEGATIONS**  
**May 2025**

**Power to delegate functions**

A parish council has powers to discharge some of its functions to a committee, sub-committee or an officer of the council under the Local Government Act 1972 s101(1) (a).

This scheme of delegation authorises the Proper Officer / Responsible Finance Officer / Standing Committee of the Council to act with delegated authority as specified. The parish council does not have power to delegate to an individual councillor.

**Decisions to be made only by Full Council**

1. Approval of the annual precept
2. Authorisation of borrowing
3. Appointment of representatives to outside bodies
4. Making, amending, revoking, re-enacting or adopting of by-laws
5. Approval of the Council's Annual Governance and Accountability Return
6. Approval of the Council's Standing Orders, Finance Regulations and Scheme of Delegations.

**Responsible Finance Officer (RFO)**

The RFO will be responsible for the Council's accounting procedures in accordance with the current Governance and Accountability Regulations.

**Proper Officer**

The Clerk (and in the Clerk's absence the Deputy Clerk) is the Proper Officer of the Council and is authorised as follows:

1. To carry out the routine administration of the Council's services and management of its assets, including inspection and controls.
2. To supervise members of staff and contractors employed by the Council.
3. Within the budget limit set and in accordance with the Council's Finance Regulations to ensure Council assets are repaired and maintained.
4. To purchase supplies for use by staff and contractors when carrying out their duties.
5. Disposal of Council assets worth £500 or less.
6. To represent the interests of the Council at a tribunal or public inquiry into any matter in which the Council (or the residents it represents) has an interest.
7. To agree the terms of any lease, licence, conveyance or transfer.
8. The granting of easements, wayleaves and licences over Council land.
9. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
10. To respond to minor planning applications where timing is such that a response is needed prior to the next Planning Committee meeting. In this circumstance the Planning Committee will receive notification of the application by email with a

hyperlink to the relevant online documents 7 days prior to sending the response to allow the members views to be reflected in the response. If no feedback is received the response will be determined by the Clerk in consultation with the Chair of the Planning Committee.

11. In circumstances where the Council is unable to meet (e.g. during a pandemic) to take decisions on behalf of the Council following consultation with the Chair of the Council and any relevant Committee Members. A record of all decisions made under delegation will be reported to the Council at its next meeting for ratification.

#### **Standing Committees and Sub-committees**

The delegations to each committee or sub-committee are specified in the terms of reference for the committee. Any decisions made outside the terms of reference of the committee will be treated as a recommendation and be subject to confirmation by the Council.

#### **Working Parties**

No delegations are made to working parties which must report back to the appointing committee or to Council for a decision to be made.

#### **Payments**

A minimum of four Councillors will be nominated as signatories on bank accounts. All payments and transfers authorised by the Clerk must be authorised by two signatories.