



Yarnfield and Cold Meece Parish Council Scheme of Delegation to the Clerk

1 Introduction

- 1.1 The Local Government Act 1972 allows a parish council to arrange for the discharge of any of its functions by an officer of that authority (as well as by a committee or sub-committee).
- 1.2 Standing orders commonly provide for specific areas of decision-making to be delegated to the Clerk/Responsible Finance Officer (RFO), either alone or in consultation with the chairperson.
- 1.3 Delegation enables decisions to be made quickly without the need to call a meeting of the council, thereby freeing up important meeting time.
- 1.4 A scheme of delegation, approved by resolution of the council, sets out the extent of any delegation and any limitations on its application.
- 1.5 The current scheme of delegation was adopted in November 2022.

2 Proposed Delegated Powers and Responsibilities of the Clerk/RFO

- 2.1 The Clerk has the delegated authority to undertake the following matters on behalf of the Council:

General Administration	<ol style="list-style-type: none">i. Day to day administration of services, together with routine inspections and control.ii. Authorisation to respond to any correspondence, requiring or requesting information relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or a Committee of the Parish Council.iii. Responding to requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation.iv. Disposal of Council records in line with the Council's record Management Policy.
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Finance	<p>v. Authorisation of routine expenditure within agreed budgets in accordance with Financial Regulations and transfer of funds between the Council's bank accounts to maintain adequate cashflow</p> <p>vi. All standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time. The list of payments to be approved annually by the Council.</p> <p>vii. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.</p>
Meetings	viii. Authorisation to call any extra meetings of the Council or Committee as necessary, having consulted with the Chairperson of the Council.
Website & communication	<p>ix. Up-dating and managing the content of the Council's website.</p> <p>x. Issuing press releases and statements to the press on the Council's policies, following consultation with the chairperson.</p> <p>xi. Posting news items and articles on the council's website and social media site.</p> <p>xii. Production and distribution of the Council's newsletter.</p>
Emergency/Community resilience	xiii. Take appropriate actions arising from emergencies in consultation with the Chairman / Vice Chairman of the Council.

2.2 The schedule of delegation will be reviewed as required due to changes in legislation, or on the employment of a new clerk.

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