

The following was resolved at the Parish Council Meeting on Tuesday, 12th September 2023

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

S101 delegation of power to the Clerk was resolved, with the Terms of Reference detailed below, and with the input of the Chairman if available plus one other councillors, but with the authority of a minimum of two councillors, and the Clerk copying all councillors by email.

Delegation of Power

To the Proper Officer and Responsible Finance Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed:

- **To take action:**
- To take action on any issue that cannot wait until the next Parish Council meeting.
- The Clerk will address any need/resolution to all councillors by email.
- Action taken should routinely be done with the input of at least two councillors, including the Chairman and Vice Chairman if available.
- If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- **Financial thresholds:**
- To authorise expenditure on items where the Council within a budget approved by the Council has agreed the expenditure.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250.00
- To take any action regarding minor repairs (up to a cost of £250.00) and to report minor matters to the relevant authority.

- **Planning Applications**
- Planning applications will be received by the Clerk and responses determined by the Clerk following consultation by email with a minimum of three members of the Council.
- **Record keeping**
- Record keeping and the maintenance of a solid trail (particularly around decision making in any form) should be retained in writing and reviewed and certified to ensure good documentary evidence. This is particularly important in the case of an s101 delegated authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

- **Reporting back to full council**
- shall be reported to the next available Council meeting.