

BRADWELL PARISH COUNCIL



	Scheme of Delegation
VERSION	1.0
LAST REVIEWED	23 January 2026

1. Purpose

This Scheme of Delegation sets out the matters delegated by Bradwell Parish Council to the Clerk (Proper Officer) and to the Chair of the Council to ensure efficient day-to-day administration while maintaining appropriate democratic control.

2. Legal Authority

This scheme is made under:

- Local Government Act 1972, section 101
- Local Government Act 1972, section 103
- Local Government Act 1972, section 111

All delegated actions must be exercised within statutory powers and within the council's approved policies and budget

3. General Principles

- Only decisions expressly delegated may be exercised
- Delegation does not remove the council's overall responsibility
- The Clerk must report delegated actions to the next council meeting where appropriate
- The Chair has no automatic powers except where specifically delegated

4. Delegation to the Clerk (Proper Officer)

The Clerk is authorised to:

4.1 Administration

- Manage the day-to-day administration of the council
- Issue agendas and minutes
- Manage correspondence and routine enquiries
- Maintain statutory documents and registers
- Implement decisions of the council

4.2 Financial Administration

- Make payments authorised by council resolution
- Incur expenditure within the approved budget up to £500 per item
- Obtain quotations where required by Financial Regulations
- Manage payroll and HMRC submissions
- Maintain the accounting records
- Arrange insurance renewals and utility contracts

4.3 Contracts and Services

- Manage and monitor contracts approved by council
- Instruct contractors for routine maintenance
- Authorise minor repairs within delegated financial limits

4.4 Governance and Compliance

- Ensure compliance with statutory requirements
- Publish required information on the council website
- Prepare documents for audit
- Respond to consultations of a routine or technical nature

4.5 Emergency Powers

In cases of genuine emergency, the Clerk may take necessary action to protect the council's interests or public safety, in consultation with the Chair, provided that:

- Action is limited to what is strictly necessary
- The cost does not exceed £500 unless unavoidable
- Full details are reported to the next council meeting

Emergency action does not include policy decisions.

5. Delegation to the Chair

The Chair is authorised to

- Act in consultation with the Clerk on emergency matters between meetings
- Represent the council at civic or external events
- Sign documents already approved by council resolution
- The Chair has no authority to make decisions or incur expenditure unless specifically delegated.

6. Matters Reserved for Full Council

The following matters cannot be delegated and must be decided by full council:

- Setting the precept
- Approving the budget
- Borrowing or applying for loans
- Adopting or amending policies
- Adopting or amending Standing Orders or Financial Regulations
- Appointment, discipline or dismissal of the Clerk

- Approval of AGAR Sections 1 and 2
- Adoption of the Annual Risk Assessment
- Setting councillor allowances
- Entering into major contracts