



SCHEME OF DELEGATION TO OFFICERS

1. Introduction

1.1 This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the Council's functions within the broad functional description set out in Section 101 of the Local Government Act 1972, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present legislation, and all powers incidental to that legislation including the application of the incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

1.2 An Officer may decline to exercise delegated powers and instead report to the Council or appropriate Committee.

2. Areas of Delegation

There are three specific areas of delegation:

2.1 Planning

The Council resolved that should the Environment Committee be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next Committee meeting, the Proper Officer and Deputy Town Clerk in consultation with the Chair and Deputy Chair of Environment Committee may submit a response on behalf of the Council.

2.2 Finance

(Section 5.18 of the Financial Regulations).

In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO'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 £3,000. The RFO shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

2.3 Staff Welfare

The Town Clerk/RFO may make decisions in the interests of staff welfare without reference to the Town Council. This applies to arrangements for leave, emergency cover and medical care.

Last Reviewed: 8th December 2025 Minute (TC3541)

Next Review: December 2026