**Plumtree Parish Council - Scheme of Delegation**   
Adopted May 2025

**Introduction**

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee or the clerk, being the council’s proper officer. Plumtree Parish Council recognises that it has a responsibility to ensure the effective running of the Council and its services. In order to achieve this, some delegated functions and responsibilities have to be made and will be outlined within this scheme of delegation.

The Council is committed to efficient working practices which minimise the impact on the local ratepayers and so this scheme has been tailored to try and balance control measures with effectiveness.

**Scope**

The policy aims to:   
• Further clarify the roles and delegated responsibilities of the clerk and members  
• Ensure adequate control measures are in place to protect the Council’s finances   
• Ensure the Council is acting in accordance with the Audit and Accounts Regulations and the Local Government Act 1972.

**Delegations**

Responsible Financial Officer - The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council’s accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time. The Clerk may obtain advice and guidance from external professionals (which may bear a cost) in order to ensure this is achieved effectively.

Proper Officer - The Parish Clerk shall be the Proper Officer of the Council and is specifically authorised to:   
• Receive declarations of acceptance of office   
• Receive and record notices disclosing personal interests   
• Receive and retain plans and documents   
• Sign notices or other documents on behalf of the Council   
• Receive copies of bylaws made by a principal local authority   
• Certify copies of bylaws made by the Council   
• Sign summons to attend meetings of the Council   
• Seal documents, deeds, contracts and agreements following a resolution to do so from Council   
  
In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:   
• Day to day administration of services, together with routine inspection, control and compliance   
• Authorisation to call any extra meetings of the Council having consulted with the Chair of the Council   
• Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council   
• Seek and collate councillor views and respond to planning consultations between meetings, a minimum of 3 councillor responses are required.   
• Authorisation of routine expenditure within the agreed budget   
• Emergency expenditure as identified in the Financial Regulations  
  
Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

The Council - The following are reserved matters for the Council to decide:  
• Appointment of the Parish Clerk / RFO   
• Setting the Precept   
• Borrowing money   
• Approval of the Council’s Annual Accounts and the Annual Return   
• Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation   
• Nomination and appointment of representatives of the Council to any other authority, organisation or body   
• Any proposed new undertakings (following a recommendation from the Clerk or a committee)   
• Responses to legislative and other allied consultations   
• Appointment of standing committees or other committees as may be necessary and determination of the terms of reference

This policy will be reviewed every four years in an election year and as necessary in between as a result of changes to legislation.