

Weston in Gordano Parish Council

Scheme of Delegation

This Scheme of Delegation authorises the Clerk to the Council (including any duly appointed Locum Clerk), acting as Proper Officer and Responsible Financial Officer, to act with delegated authority in the specific circumstances detailed below.

All delegated authority is exercised in accordance with the Council's Standing Orders, Financial Regulations, and any directions given by the Council from time to time.

1. Responsible Financial Officer – Duties and Powers

The Clerk shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer – Duties and Powers

The Clerk is the Proper Officer of the Council and is authorised to:

- Receive declarations of acceptance of office
- Receive and record notices disclosing interests at meetings
- Receive and retain plans and documents
- Sign notices, agreements, licences, or other documents on behalf of the Council where authorised
- Receive copies of by-laws made by another local authority
- Certify copies of by-laws made by the Council
- Sign and issue summonses to attend meetings of the Council
- Keep proper records of all Council meetings
- Notify the Returning Officer of any casual vacancies and liaise regarding the conduct of elections

In addition, the Clerk has delegated authority to undertake the following on behalf of the Council:

- Day-to-day administration of Council services, including routine inspection and control
- Authorisation of routine expenditure within approved budgets
- Emergency or necessary expenditure up to **£1,000** outside of the agreed budget (see Section 3)
- Dealing with press and public relations on behalf of the Council, in consultation with the Chairman (or, if appointed, the Vice-Chairman)
- Liaison with North Somerset Council and Parish Council contractors on clear, uncontentious matters raised by members of the public or councillors, without prior referral to a Council agenda
- Decisions on whether items are appropriate for publication on the Council's website.

Where required, monthly payments will be prepared by the Clerk and circulated electronically to all Councillors for approval. Invoices will be provided to the Councillors authorised to undertake online bank authorisation. All payments made under this process shall be reported to the next meeting of the Council for formal ratification.

3. Urgent Matters

In the event of any matter arising which requires an urgent decision beyond the delegated powers in Section 2, the Clerk, in consultation with:

- the Chairman (or, if appointed, the Vice-Chairman), or
- if this is not possible, two members of the Parish Council

shall have delegated authority to act on behalf of the Council in respect of the matter under consideration.

Before exercising these powers, the members consulted shall consider whether the issue is of sufficient significance to warrant the calling of an Extraordinary Meeting of the Council. Whenever any action is taken under this section, full details of the circumstances and the action taken shall be reported in writing to the next available meeting of the Council.

4. National or Local Emergency / Lockdown

In the event of a national or local emergency, or circumstances affecting the Council's ability to operate normally, the Clerk, in consultation with:

- the Chairman (or, if appointed, the Vice-Chairman), or
- if this is not possible, two members of the Parish Council

shall have delegated authority to act on behalf of the Council in the interests of health, safety, and business continuity.

This includes:

- Emergency or necessary expenditure up to **£3,000** outside of the agreed budget
- Temporary suspension of Standing Orders where required for health and safety or business continuity reasons.

All actions taken under this section shall be notified to Councillors by email as soon as practicable and summarised at the next meeting of the Council.

Version number	Purpose/change	Author	Date
0.1	Initial draft	LS	Dec 2025
0.2	Approved	LS	Jan 2026
0.3			