

PORLOCK PARISH COUNCIL

POLICY: SCHEME OF DELEGATION



1. Purpose

This Scheme of Delegation sets out how Porlock Parish Council delegates decision-making authority to its committees and officers. The purpose is to ensure efficiency, clarity of responsibility, compliance with legislation and good governance, while retaining full accountability with the Council.

2. Legal Authority

This Scheme is adopted under sections 101 and 111 of the Local Government Act 1972, the Local Government Act 2003, Porlock Parish Council Standing Orders, Porlock Parish Council Financial Regulations and the terms of employment of the Clerk and Responsible Financial Officer.

3. General Principles of Delegation

- The Full Council remains the supreme decision-making body.
- Delegation does not remove Council responsibility or accountability.
- No delegation is made to individual councillors.
- All delegated decisions must be lawful, within budget, and compliant with Standing Orders and Financial Regulations.
- Decisions taken under delegated authority must be reported to the Council or relevant committee.

4. Matters Reserved to Full Council

The following matters are not delegated and must be decided by Full Council:

- Setting the annual budget and precept.
- Borrowing or lending of money.
- Adoption or amendment of Standing Orders, Financial Regulations, and policies.
- Eligibility for the General Power of Competence.
- Approval of the Annual Governance Statement and Accounting Statements (AGAR).
- Authorisation of grants.
- Investments and investment strategies.
- Appointment or dismissal of the Clerk.
- Changes to staff pay, grading, or contractual terms.
- Termination payments.
- Making byelaws.
- Prosecution or defence in a court of law.
- Adoption of a Neighbourhood Plan.
- Creation or dissolution of committees and approval of their Terms of Reference.

5. Delegation to Committees

Committees operate within their adopted Terms of Reference and within budgets approved by Council.

5.1 Finance & HR Committee

Delegated financial authority includes:

- Expenditure over £300 and under £5,000 (excluding VAT) within approved budgets or earmarked reserves.
- Review of Financial Regulations, risk management, fees and charges, insurance, and financial policies.
- Oversight of reserves, investments (authorisation only), and asset register.
- Preparation of draft budgets, precept recommendations and financial advice.

HR responsibilities include:

- Oversight of recruitment processes and recommendations to Council.
- Staff appraisal arrangements.
- Oversight of staffing structures and compliance with employment legislation.
- Management of grievance and disciplinary matters, including appeal arrangements.

Matters for recommendation to Council include:

- Expenditure over £5,000 (excluding VAT).
- Annual budget and precept.
- Financial Regulations and risk management framework.
- Fees and charges.
- Insurance arrangements.
- Annual Return (AGAR).
- Investments requiring Council approval.
- Appointment or dismissal of staff.

5.2 Burials & Memorials Committee

Delegated authority includes:

- Oversight of burial and memorial services including Hawkcombe Cemetery and other memorial sites.
- Expenditure over £300 and under £2,000 (excluding VAT) within budget within approved budgets or earmarked reserves.
- Management of burial records, memorial safety inspections, and contractor performance.
- Setting inspection schedules and maintenance priorities.
- Preparation of draft budgets and three-year forecasts.

Matters for recommendation to Council include:

- Expenditure over £2,000 (excluding VAT).
- Changes to cemetery regulations or burial fees.
- Policy or procedural changes.
- Long-term cemetery occupancy proposals.

5.3 Environment & Amenities Committee

Delegated authority includes:

- Oversight of environment and amenities activities including grounds maintenance, projects, benches, floral displays, and volunteer involvement.
- Expenditure over £300 and under £2,000 (excluding VAT) within budget within approved budgets or earmarked reserves.
- Contractor monitoring and compliance.
- Inspection schedules and risk assessments.
- Preparation of draft budgets and three-year forecasts.

Matters for recommendation to Council include:

- Expenditure over £2,000 (excluding VAT).
- Award of contracts.
- Policy or procedural changes.
- Strategic proposals for environment and amenities.

6. Delegation to the Clerk and Responsible Financial Officer

The Clerk holds the statutory offices of Proper Officer and Responsible Financial Officer.

The Clerk may:

- Implement Council and committee decisions.
- Manage correspondence, records, and statutory notices.
- Prepare agendas, minutes, and reports.
- Manage Freedom of Information and data protection duties.

- Manage Council communications and website.

Financial authority (in accordance with Financial Regulations):

- Routine payments up to £300 excluding VAT within budget.
- Emergency expenditure up to £1,000 excluding VAT.
- Clerk procurement authority up to £300 excluding VAT.
- Payments required to avoid statutory or contractual penalties.

All payments remain subject to dual member authorisation and must be reported to the next appropriate meeting.

7. Officer Delegation

Individual purchases within an agreed budget for that type of expenditure may be authorised by the:

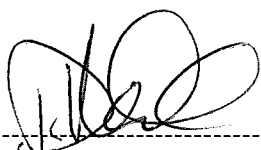
- Library Officer, for any items below £50 excluding VAT within budget.
- Administration Officer, for any items below £100 excluding VAT within budget.

8. Emergency Delegation

In cases of genuine emergency posing risk to public safety, Council assets, or service continuity, the Clerk may act in consultation with the Chair or Vice-Chair. Any such action must be reported to Council at the earliest opportunity.

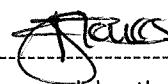
9. Review and Adoption

This Scheme shall be reviewed annually and whenever there is a change to Standing Orders, Financial Regulations, Committee Terms of Reference, or the Clerk and Responsible Financial Officer.



Duncan McCaillis
Chair

Dated: 13th May 2026



Johnathan Jones
Clerk & Responsible Financial Officer

