



Committees Scheme of Delegation Burghfield Parish Council

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer Duties & Powers

The Clerk shall be the Responsible Financial Officer 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 & Powers

2.1 The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing interests at meetings;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices, agreements, licences or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by another local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.

2.1.8 Keep proper records of all Council Meetings

2.1.9 Notify the Monitoring Officer of any casual vacancies and liaise with them regarding the conduct of elections

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

- 2.2.1 The day to day administration of services, together with routine inspections and controls.
- 2.2.2 Authorisation of routine expenditure within the agreed budgets.
- 2.2.3 Emergency or necessary expenditure up to £2,500 outside of the agreed budget (see 7 - Urgent matters below).
- 2.2.4 Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman

2.2 Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.



3. Standing Committees of the Council

The Council may at the Annual Meeting appoint standing Committees, and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-

- 3.1 Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting, and may at any time dissolve or alter the Membership of a Committee
- 3.2 The Chairman and Vice-Chairman of the Council may be Members of every Committee should they wish
- 3.3 Every Committee shall propose a Chairman and Vice Chairman, prior to the Annual Meeting of the Council, which will then be ratified by full Council at the Annual Meeting of the Council. That Chairman and Vice Chairman then presides until the next Annual Meeting of the Council
- 3.4 Committees shall meet within the timetable approved by the Council at its Annual meeting or on appointment of the Committee
- 3.5 Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under s1 Public Bodies (Admission to Meetings) Act 1960 only when there are confidential matters are to be discussed
- 3.6 The Chairman of a Committee, or the Chairman of the Council, may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting
- 3.7 The quorum of all Committees will be laid out in the terms of reference for that Committee.
- 3.8 Committees shall, at all times, act in accordance with the Council's standing Orders and Financial Regulations. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by Council from time to time.
- 3.9 The Minutes of any Committee Meetings shall be presented to the next meeting of the Council for adoption. Where Council votes to adopt the minutes, this means that the recommendations proposed in those minutes become resolutions in law. Members have the opportunity to discuss any particular recommendation prior to voting and change it and/or exclude it from the voting, should they feel that it is necessary.



- 3.10 All members of the Council shall receive agendas and supporting papers of Council and all Committees via the cloud, except where a special request has been presented to receive documentation in paper format and by post.
- 3.11 Members of Committees shall vote by a show of hands. Chairmen of Committees shall have a second or casting vote

4 Presence of Non-Members of Committees at Committee Meetings

A Member who has proposed a motion which has been referred to any Committee of which he is not a Member, may explain his motion to the Committee but shall not vote.

Any Council Member may attend, and with the permission of the Committee Chairman, speak on particular matters at a meeting of a Committee or Sub-Committee of which they are not a member, but may not vote.

5 Delegation to Committees

Except as mentioned below, each Committee shall exercise on behalf of the Council the functions assigned to it as set out below.

Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decisions.

Each Committee is required to propose that its minutes and any recommendations therein should be approved and answer any queries and requests for clarifications.

6 Delegation - Exceptions

- 6.1 The borrowing of money
- 6.2 The setting of the budget and levying of the precept
- 6.3 The disposal of land, other than lettings for two years or less
- 6.4 The introduction of new major policy or a change in the Council's established policy
- 6.5 The making, amending or revoking of Standing Orders, Financial Regulations or this Scheme of Delegation
- 6.6 The making, amending or revoking of bye-laws
- 6.7 The purchase of land not provided for, or at a cost in excess of a sum allowed therefor, in any approved capital works
- 6.8 Confirming the appointment of a the Clerk



7 Urgent Matters

- 7.1 In the event of any matter arising *which requires an urgent decision* notwithstanding delegated powers granted by paragraph 2.2.4 above, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman of the Governance & Finance Committee and those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 7.2 Before exercising the delegated powers granted by paragraph 7.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Governance & Finance Committee and where a meeting is so summoned, the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 7.3 Before exercising the delegated powers granted by paragraph 7.1 above, the Committee shall consider whether the matter is of sufficient importance to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.
- 7.4 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Governance & Finance Committee and of the Council.