

**Stowe Nine Churches  
Parish Council  
Scheme of Delegation**

*ADOPTED BY COUNCIL  
December 2025*

## **SCHEME OF DELEGATION**

**This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the Parish Clerk) and any Working Parties of the Council to act with delegated authority in the specific circumstances detailed. It will be reviewed annually at the Annual Parish Council meeting.**

### **1. Proper Officer and Responsible Financial Officer - Duties and Powers**

#### **1.1. 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.

#### **1.2. Proper Officer**

1.2.1 The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

1.2.2 The Parish Clerk is specifically authorised (via legislation) to:

- Receive declarations of acceptance of office.
- Receive and record notices from Councillors disclosing interests.
- Receive and retain plans and documents.
- Sign Notices or other documents on behalf of the Council.
- Receive copies of by-laws made by the Unitary Council.
- Sign and issue summonses to attend meetings of the Council.
- Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
- Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and Data Protection Act 2018.

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

- The day-to-day administration of services and property, together with routine inspection and control, in line with the budgets and policies approved by Members.
- Day to day management of the Council's employees and/or contractors in accordance with the Council's policies, procedures and budget.

1.2.4 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.

1.2.5 Authorisation of routine/recurring expenditure within the agreed budget including payments between meetings for contractual obligations and minor expenses (under £100) previously discussed and agreed by the Chairman of the Council. All such transactions to be reported to the next meeting.

1.2.6 Emergency expenditure up to £500 outside of the agreed budget.

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

## **2 Urgent Matters**

Subject to consultation with the Chairman of the Council or in their absence the Vice Chairman, the Parish Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Council.

## **3 Council**

The following matters are reserved to the Council for decision.

- Appointing the Chairman
- All matters affecting the appointment, promotion, discipline, salary and conditions of service of the Parish Clerk/ RFO
- Determination and setting of the Precept
- Borrowing money
- Approving the end of year accounts and annual return
- Appointment of an internal auditor
- Co-option of Councillors to the Council
- Appointing Working Parties/ forums
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making of Orders under any statutory powers
- Matters of principle or policy
- Agreeing the dates of meetings of the Council
- Approval of all minutes of meetings of the Council
- Incurring capital or revenue expenditure which is over and above the Council's approved budget and any virements required
- Nomination and appointment of representatives of the Council to any other authority, organisation or body.
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish.
- Approval of application to the Local Council Award Scheme or its equivalent

## **4 Working Groups – Terms of Reference**

Working Groups/Parties may be formed by resolution of the Council at any time. The remit of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. The Terms of Reference for each of the Council's Working Parties shall be appended to this scheme of delegation and reviewed annually in their entirety.

## **5 Delegation - Limitations**

Officers and Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.