

MEOPHAM PARISH COUNCIL

DELEGATION POLICY

(1) Each Standing Committee and 'Executive' Committee is empowered to act on behalf of the Parish Council as it considers appropriate on all matters within its area of responsibility, except that it may not exercise those powers that are explicitly reserved for meetings of the 'Full' Council and provided that it stays within the constraints of its annual budget and the Council's Standing Orders and Financial Regulations. All powers delegated to a Standing Committee or 'Executive' Committee may also be exercised by the 'Full' Council itself.

The following powers are reserved for meetings of the 'Full' Council. The list is subject to change by a majority vote at any future meeting of Council. In any cases of conflict with other Council policies except those given in the Standing Orders and Financial Regulations the current list of Reserved Powers shall take precedence.

Reserved Powers from the Annual Council Meeting, May 2018 onwards

- Appointment and dismissal of staff
- Co-option to fill councillor vacancies
- Changes to Standing Orders and Financial Regulations
- Sale of a village asset
- Setting of budgets for Standing Committees and Committees
- Setting of Terms of Reference for Standing Committees and Committees
- Setting of the annual Precept
- Approval of the annual return for the Council's external auditors
- Earmarking of funds in the General Reserve for a specific purpose
- Any spending above the limit specified in the Council's financial regulations
- Any contract of more than three years duration
- Choice between competitive tenders for contracts of £25,000 or above
- Virements from General Reserve to a Standing Committee/Committee budget
- Approval of submission of an application for a grant, the acceptance of which would impose new financial commitments on the Council for more than three years or in excess of the committee delegation limit specified in the Council's financial regulations
- Acceptance of gifts, grants etc that impose new financial commitments on the Council for more than three years or in excess of the committee delegation limit.

(2) Each Standing Committee is authorised to approve the payment of items on a Schedule of Payments prepared by the Responsible Financial Officer in accordance with the Council's Financial Regulations, irrespective of which Standing Committee or Committee initiated the expenditure.

(3) The Parish Clerk in consultation with the Chairman of a Standing Committee is authorised to cancel a scheduled meeting of that Standing Committee on the grounds of insufficient business provided that the summons has not been issued.

(4) In the event that the Council is invited to respond to a Consultation on a matter within the area of responsibility of a Standing Committee that has a deadline before the next scheduled meeting of the Committee, the Parish Clerk is authorised to respond to the Consultation on the Council's behalf having first consulted the Chairman of the Committee.

(5) The Parish Clerk is authorised to respond to or otherwise act on correspondence received on behalf of the Council, in consultation with the Chairman of Council or the relevant Standing Committee/Committee Chairman if appropriate.

Approved: FC – 24.04.2018

Review: ACM – May 2019