

Loddington Parish Council Scheme of Delegation

Loddington Parish Council's Scheme of Delegation authorises the Clerk/Responsible Financial Officer to act with delegated authority in the event that the council is prevented from meeting in person. The Parish Council delegates the following responsibilities to the Clerk:

To take action:

- On any issue that cannot wait until the next Parish Council meeting.
- The Clerk will address any need/resolution to all councillors by email.
- Action taken should routinely be done with the input of at least two councillors, including the Chairman if available.
- If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman, if the Chairman is unavailable and take his/her view into account.

Financial thresholds:

- To authorise expenditure on items where the Council, within a budget approved by the Council, has agreed the expenditure – refer Financial Regulation 5.5.
 - To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00 – refer Financial Regulation 4.5.
- To take any action regarding minor repairs (up to a limit of £500.00) and to report it to the Council.
- To make routine payments, listed on the Council's approved Statutory and Continuing Payment schedule, for approval by two signatories. Any such payments must be listed on the agenda of the following meeting.

Planning Applications

The Council delegates authority to the Clerk to respond to planning applications that are received between meetings, and where response due dates are in between scheduled meetings. Where it is not possible to deal with by correspondence a planning meeting will be called and the application decided by the planning committee.

Record keeping

Record keeping and the maintenance of a solid audit trail (particularly around decision making) should be retained in writing and reviewed and certified to ensure good documentary evidence. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by the Parish Council and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Reporting back to full council

A full report shall be given at the next available Council meeting.

Date re-adopted: 2 July 2026

Date of next review: July 2027