

WOLVEY PARISH COUNCIL

Scheme of delegation

The Council's Scheme of Delegation authorises the Clerk to the Council/ Responsible Financial Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Financial Officer

- To take action on any issue of such urgency that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to contact the Chairman and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work 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 £ 750.
- To order hanging baskets, plants & compost for planters and Christmas trees in accordance with the Council's most recent decision on the matters.
- To take action regarding minor repairs (up to a cost of £750) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Staffing Committee

It will deal with HR issues and contractual matters and will have delegated authority to take decisions relating to staff and their employment.

Adopted at the Parish Council meeting held on 19th January 2015