



Bidford-on-Avon Parish Council Scheme of Delegation December 2025

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the Clerk) and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Financial Officer Duties and Powers

1. Responsible Financial Officer

1.1. The 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.

2. Proper Officer

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

- Receive declarations of acceptance of office
- Receive and record notices disclosing interests

- Receive and retain plans and documents; these must be held in accordance with the Council's Data Protection Policy and Retention Schedule
- Sign Notices or other documents on behalf of the Council
- Receive copies of bylaws made by a principal local authority
- Certify copies of bylaws made by the Council
- Draw up agendas usually after consultation with the relevant Committee Chair
- Sign summons to attend meetings of the Council.

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

- Day to day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Council
- Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council, and/or the Chairman of the appropriate Committee
- 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 or its Committees
- Authorisation to deal with dispensation requests from members
- Authorisation of routine recurring expenditure within the agreed budget
- Authorisation of expenditure on works up to a maximum of £5,000
- Emergency expenditure up to £5,000 outside of an agreed budget in consultation with the Chairman and/or Vice Chairman. All emergency expenditure shall be reported at the next available Council Meeting for ratification.
- After consultation with the Chairman, any action considered appropriate in a situation where the health and safety of public or staff is at risk.
- Authorisation to make transfers within the Council's bank and investment accounts.
- Authorisation to respond to minor planning consultations from Stratford on Avon DC where it is not possible to hold an "in person" Planning Committee meeting before the required deadline for response. The Clerk shall consult with the Chairman of the Planning Committee and one other Councillor. All responses issued under delegated powers shall be reported to the next planning committee.
- Authorisation to issue responses on behalf of the Planning Committee for any other matters which have been delegated to the Committee but where the Committee has met virtually.

- Authorisation to issue any press releases on behalf of the Council in consultation with the Chairman and/or Vice Chairman

- Editorial control of the Council's newsletter, website and social media

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

2.4. The Clerk may nominate another named Officer to carry out any powers and duties which have been delegated to the Clerk.

Council and its Committees Duties and Powers

3. Council

3.1. The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Appointment of the Clerk / RFO following consideration being given to a recommendation from the Staffing Committee
- Approval of the Budget and setting the Precept
- Borrowing money
- Authorisation of capital expenditure not included in the annual budget
- Approval of the Council's Annual Accounts and the Annual Return
- Making, amending or revoking non-mandatory Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Appointment of all Standing Committees
- Matters of principle or policy (refer to appendices)
- Noting of all minutes approved by Committees
- Approval of application for Quality Status and/or its equivalent
- Nomination and appointment of representatives of the Council to any other authority, organisation or body

- Any proposed undertakings committing expenditure above £5,000 and that outside of Committee Budgets which may be a charge to General Reserves
- Responses to legislative and other allied consultations excluding those dealt with by the Planning Committee
- Prosecution or defence in a Court of Law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee.
- Decisions with a view to the Council becoming eligible to exercise the General Power of Competence
- Approval of community grants

3.2. Urgent matters:

- In the event of any matter arising which requires an urgent decision the Clerk shall forthwith consult with the Chairman and/or Vice Chairman before acting on behalf of the Council.
- Before the Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning a Special Meeting of the Council or appropriate Committee.
- Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

4. Committees and Sub Committees

4.1 **The Planning Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records.
- To have delegated powers to make comments on all planning, highways, footpaths, licensing applications and related matters, and submit those observations to the appropriate authority.
- When necessary, to meet with developers in the presence of the respective planning officer.
- To respond to all consultations, and to take part in any discussions which could result in changes to the Core Strategy, Neighbourhood Plan, Planning Policy Statements, Town & Country Planning Act, etc.
- To oversee the process of implementation, monitoring and review of the Neighbourhood Plan.
- To respond to requests regarding street naming.

- To protect, preserve and enhance the local environment and the interests of the community.
- To implement the Local Nature Recovery Strategy.
- Consider funding opportunities including any grants that can be applied for as part of the budget process.
- Any other matter which may be delegated to it by the Council from time to time.
- The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2 The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters and will meet as necessary:

- Approval of its Minutes as true and correct records.
- The recruitment and selection of all staff with the exception of the Clerk / RFO.
- The short listing of applicants for the post of Clerk and RFO.
- To interview applicants for the post of Clerk / RFO and make recommendations to the Council thereon.
- To consider and implement any changes that are required for the Council to comply with Employment Law, Health and Safety legislation and terms and conditions of service for all employees as set out in the Employees Handbook produced in consultation with the Council's Employment Law Advisors. (This incorporates those conditions laid down in the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC)).
- To administer any discipline or grievance cases in accordance with the Council's adopted policies.
- Prosecution or defence in any Employment Tribunal proceedings.
- To ensure all staff appraisals are being carried out.
- To ensure that the Chairman carries out an annual appraisal of the Clerk.
- To approve any changes to the terms and conditions of employment of employees of the council.
- To approve changes to remuneration of any employee within the approved budget.

It is vital that the Council and Staffing Committee keeps confidential its deliberations and decisions around individual staff matters.

4.3 The Communities Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records.

- To have delegated powers to undertake any community-based initiative on behalf of the full council as decided at a full council meeting, including any associated budgetary delegation.
- To raise the profile of the council through community initiatives. Any initiative that may involve a cost to the council not previously authorised must first be approved by full council before commencement of the activity.
- To report to full council on the progress of any initiatives, including performance against budget and any other agreed targets.
- To be responsible for monitoring the performance of the Bidford Village Market and provide assistance in relation to promotion, publicity and business support to the stallholders and local business.
- To review / agree, annual increase in stall fees (if any).
- To ensure the safe and efficient operation of all events in accordance with County and District Council requirements and H&S legislation.
- Consider funding opportunities including any grants that can be applied for as part of the budget process

4.4 The Facilities Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records.
- Ensure that the contracts, leases and licences are in place for all the land that Council owns or manages
- Consider funding opportunities including any grants that can be applied for as part of the budget process
- Consider matters relating to the acquisition of land or facilities for recreational or related purposes and make recommendations to Council
- Oversee the maintenance, improvement and management of the Council's assets within the Council's approved budget and advise the Council accordingly
- Provision and maintenance of equipment within the Council's approved budget and advise the Council accordingly
- Recommend to Council the funding of future investment in assets and associated timescales
- To review and set all burial fees
- Oversee risk assessments, inspections and maintenance for Council managed facilities within the Council's approved budget and advise the Council accordingly

- Ensure that the Council's obligation for Health and Safety are met at all council managed facilities
- Recommend to Council works and projects that progress the localism agenda such as road safety improvements, establishment of community facilities & infrastructure.
- To oversee Community Speed Watch volunteers; to review data and assist with recruitment
- Monitoring of the Big Meadow and associated car parking area

5. Sub-Committees

5.1. A Standing Committee may if it believes that it would be appropriate, appoint a Sub-Committee. Any powers to be delegated to such a Sub-Committee may be detailed at the time the Sub-Committee is formed by means of a Minute detailing the Terms of Reference but such delegated powers must be approved by the Full Council.

6. Delegation - Limitations

6.1 Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, bylaws or orders made and with any directions given by the Council from time to time. This does not apply to Working Groups.

Approved at Full Council on – Monday 15th December 2025

To be reviewed May 2026 or earlier if required

Appendix

"Matters of principle" refer to arguments based on rights and ethics, often about what is the morally correct thing to do for individuals, while "matters of policy" are arguments based on goals and the overall well-being of the community. Principles are fundamental truths or beliefs that guide behaviour, whereas policies are concrete plans or rules for decision-making.

Matters of principle

- **Focus:** Individual rights, ethics, and justice.
- **Example:** A decision to provide aid to a specific group because it is the right thing to do.
- **Application:** They act as a basis for reasoning when a situation is not clearly covered by existing rules.

Matters of policy

- **Focus:** Achieving a desired outcome for the community as a whole.
- **Example:** A city council implementing a new public transport plan to reduce overall traffic congestion and emissions.
- **Application:** They are often the basis for laws, regulations, and organizational rules, and are typically debated and decided through a democratic or corporate process.