



BOUGHTON UNDER BLEAN PARISH COUNCIL

Delegation of Powers

Adopted 20th March 2020

Last reviewed: June 2022

Next review: June 2023

SCHEME OF DELEGATION

Section 101 of the Local Government Act 1972 (LGA) being arrangements for

discharge of functions by local authorities states:

1) *Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions*

(a) by a committee, a sub-committee or an officer of the authority; or

(b) by any other local authority.

2) *Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee or an officer of the authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority*

The purpose of this temporary delegation is to enable the Council to fulfil its responsibilities to its residents during times when it is not suitable/possible to conduct face to face meetings. This temporary delegation will remain in place until further notice and be reviewed on a regular basis.

The Proper Officer of the Council (Clerk), with the agreement of two members of the Council, approaching the Chairman and Vice Chairman in the first instance, shall have temporary delegated authority to transact the normal business of the Council. In addition to transacting the normal business of the Council, the Proper Officer of the Council also has detailed authorisation for the following:

- Maximum spend of £2,000.00 per payment (online banking or cheque)
- Renewal of annual insurance payment
- Discharge of relevant audit duties
- Responding to planning applications (after consultation with three members of the Council who are on the Planning Committee)

At the next ordinary meeting of the Parish Council following any matter(s) resolved under the scheme of Delegated Powers, a report will be submitted setting out all the relevant information in relation to any action taken under the Delegation of Power and detailing the reasons why it was necessary to deal with the matter(s) out of an ordinary or extraordinary meeting.