

Delegation Arrangements

Non-confidential

Report by: Elaine Atkin

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Report to: Parish Council 05/2026

A specific Scheme of Delegation was approved in September 2025. This collates delegation arrangements as per various sources:

- Financial delegation arrangements as specified in the current Financial Regulations.
- Procedural delegation arrangements as specified in the current Standing Orders.
- Additional delegation to the Clerk as specified in the Employment Committee Terms of Reference.
- Specific delegation was given to officers at the Full Council meeting held on 10/10/22 (minute reference 103/M/22):
 - “Resolved to delegate discretionary powers to officers to vary the hire charge¹ from the tariff, or to waive the charge under specific circumstances and powers.”
- Delegation of duties/decisions to committees will be as stated in the agreed Terms of Reference for that committee (the Terms of Reference being agreed by Full Council).
- Other delegation is as per stated in the relevant employee Job Description.

Recommendation

Council resolves to renew the delegation arrangements as specified above.

¹ Jubilee Hall hire charge