ANSTY & STAPLEFIELD PARISH COUNCIL

SCHEME OF DELEGATION

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

i. To take action on any issue of such urgency, that it cannot be deferred and must be made to comply with statutory, planning or commercial deadlines. If circumstances permit, the Clerk would normally be expected to consult the Chairman and at least one other Councillor and take their views into account. This includes the situation where a meeting cannot be held due to unforeseen circumstances such as adverse weather or a pandemic.

ii. 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, in line with the financial regulations.

iii. RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

iv. 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.

Updated April 2026