

Aylesford

PARISH COUNCIL

CLERK TO THE COUNCIL,
Council Offices, 23 Forstal Road, Aylesford, Kent
ME20 7AU
Telephone: 01622 717084
Email: admin@aylesfordparishcouncil.org.uk
www.aylesfordparishcouncil.org.uk

S101 Delegation of Powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk (Proper Officer) for making decisions on behalf of the council as and when appropriate.

S101 requires formally agreed Terms of Reference by the Council that sets out the key themes of the delegation and the financial thresholds that apply.

The scheme of delegation is designed to be a temporary measure to facilitate effective decision making whilst restrictions are in place, for example COVID-19 or a decision cannot wait until the next Council Meeting. It allows the Clerk (Proper Officer) to take on the executive role during these times of restriction.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer
- A committee may delegate its powers to an officer
- The delegating body may exercise Powers that have been delegated

Any delegation to the Proper Officer shall be exercised in compliance with the Councils Standing Orders, any other policies or conditions imposed by the Council and within the law.

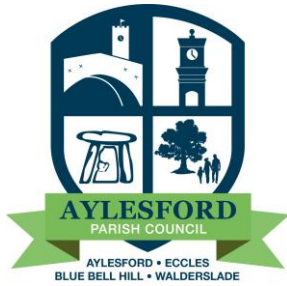
The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

Therefore; in an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult with a minimum of two Members and must ensure that they obtain appropriate legal, financial and other specialist advice if deemed appropriate before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice Chairman in May each year
- To sign off the Governance Statement by 30th June each year



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- To set the Precept
- To Appoint the Clerk
- To make Byelaws
- To borrow money
- To consider any matter required by law to be considered by Council

To the Proper Officer LGA 1972 s101

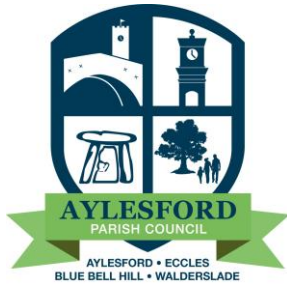
The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, a Committee or a Sub-Committee, having consulted a minimum of two Members. Consultation may be by email, telephone or virtual meeting, followed up with a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chair or Vice Chair if the Chair is unavailable and take his/her view into account.

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the annual budget to a maximum of £30,000 per transaction having consulted a minimum of two Members and the Chair of the Council, or to a higher level where the Council has agreed and minuted the expenditure at a prior meeting. Additionally, these Members should be independent of the two Members who will authorise the payments (by signing the invoices/payment schedule and physically making the payment via the Council's bank account). For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council, a Committee or a Sub-Committee at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the required expenditure, subject to a limit of £10,000 per transaction, having consulted with the Chair of the Council and taken on board his/her views.
5. To take any action regarding minor repairs or purchases (up to a cost of £5,000 per transaction) having consulted with a minimum of two Members.



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Planning Matters:

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of two Members.

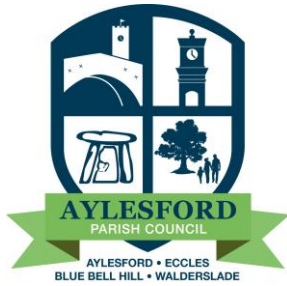
Delegation, Limitations, Record Keeping and Reporting:

7. Records will be kept demonstrating a clear trail (particularly around decision making in all and any form).
8. All decisions will be reported at the next available Full Council Meeting.
9. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by the Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations/policies and legislation.

Date approved

Minute number

Date for review



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Terms of Reference of the S101 Delegation of Powers Committee

- 1) The Committee will consist of four Parish Councillors to include the Chairman and the Vice Chairman plus two as reserves.
- 2) The Clerk will consult with a minimum of two named Councillors and will take his/her views into account before making the final decision.
- 3) The delegation of powers is to cover all Council Committees including sub committees.
- 4) The Delegation of Powers is to be reviewed at least annually, but more frequently as required.
- 5) The Clerk may nominate another officer to carry out any powers and duties which have been delegated to that officer.
- 6) To take action on any issues that cannot wait until the next meeting of the council. as a temporary measure the Proper Officer/Clerk is empowered to take any and all decisions that would normally be taken by Full Council, a Committee or a Sub-Committee. Consultation may be via email, telephone or virtual meeting, followed up with a confirmation email.
- 7) To authorise expenditure on items where the Council has previously approved the annual budget up to a maximum of £30,000, or to a higher level where the Council has agreed and minuted the expenditure at a prior meeting. For the avoidance of doubt the expenditure includes any payments that will be overdue before the next scheduled meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by the Council, a Committee or Sub-Committee.
- 8) To incur expenditure on behalf of the Council which is necessary for any repairs, replacements or any other work which is regarded as extreme urgency that it must be done at once whether there is any budgetary provision for the required expenditure or not. Subject to a limit of £10,000 per transaction.



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- 9) To take any action regarding minor repairs or purchases up to a cost of £5,000 per transaction.
- 10) To determine Planning Applications on behalf of the Council and report back to TMBC.
- 11) To keep accurate records demonstrating a clear trail around the decision-making process.
- 12) To report all decisions made under Delegated Authority to the next available Full Council Meeting.
- 13) All delegated actions will be in accordance with Standing Orders and Financial regulations and in line with any other rules/regulations/policies and legislation.



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S101 Delegation of Powers Record of Decision

Decision made

Amount Total

Gross

Vat

Net

Reason

Authority

Clerk in accordance with the S101 Delegated Powers as adopted by Full Council on
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Members Consulted

Date

Notes