



**EGLOSKERRY
PARISH COUNCIL**

Scheme of Delegation

Based on NALC Model Standing Orders 2024 (ENGLAND)

Document Management

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This policy will be reviewed earlier if required by legislative changes.

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Egloskerry Parish Council

Scheme of Delegation

Introduction

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), of the Council to act with delegated authority in the specific circumstances detailed.

Responsible Financial Officer

The Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

Proper Officer

The Clerk shall be the Proper Officer of the Council and as such is specifically authorised, alongside details in the Standing Orders, to:

- Receive declarations of acceptance of office
- Receive a copy of every Councillor's register of interests
- Receive and retain plans and documents
- Sign Notices or other documents on behalf of the Council
- Receive and retain copies of By-laws made by Cornwall Council
- Certify copies of By-laws made by the Council and other such orders as adopted by the Council
- Sign summonses to attend meetings of the Council
- Keep proper records for all meetings
- Receive from Cornwall Council's Monitoring Officer any documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.

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

- The day-to-day administration of services, together with routine inspection and control
- Authorise routine expenditure within the agreed budget
- Authorise training or attendance at conferences and events as agreed within budget

- Emergency expenditure up to £1,000 outside of the agreed budget subject to immediate report back to the next meeting of the Council. Such expenditure may include repair, replacement or other work. Sums greater than £1,000 only in consultation with the Chair and / or Vice Chair of the Council
- Call any extra meetings of the Council as necessary, having consulted with the Chair and / or Vice Chair of the Council
- Respond to correspondence requiring or requesting information relating to previous decisions of the Council
- Deal with matters specifically delegated by Council
- Issue press releases on any Council activity exercised in accordance with Council policy
- Editorial control of the Council's website and social media

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

Council

The following matters are reserved to the Council for decision:

- Setting the Precept
- Borrowing money
- Incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being
- Appointing Members to Committees
- Approving and amending Standing Orders, Financial Regulations, the Scheme of Delegation, and the Terms of Reference of Committees
- Dates of meetings of the Council
- Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year
- Approving the annual return
- Confirming eligibility to exercise the General Power of Competence.
- Agreement to undertake new services
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.

Working Groups/Parties

Working Groups/Parties may be formed by resolution of the Council at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or as otherwise directed. The Working Group will be disbanded by resolution of Council once it has completed its agreed objectives.