

2026



WOOTTON PARISH COUNCIL Terms of Reference Scheme of Delegation



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Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 1.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 1.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 1.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 1.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

Scheme of Delegation

The Local Government Act 1972, s101 provides a scheme of delegation which a local authority may choose to implement, enabling an officer (in this instance the Clerk to the Council, referred to as the Proper Officer) to make decisions on behalf of the council as and when appropriate (in this instance Wootton Parish Council). The Local Government Act 1972, s101 requires Terms of Reference to be formally agreed by the council.

Delegation of Power

Section 101 of the Local Government Act 1972 states:

- 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 Wootton Parish Council's Financial Regulations, Standing Orders and other policies or conditions imposed by the parish council and within the law.

Where the Proper Officer is contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Chairman of the relevant committee or Full Council and the Vice-Chairman of the same and must ensure they obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Proper Officer:

- To appoint the Chairman and Vice-Chairman in May each year.
- To sign off the Governance Statement by 30th June each year.
- To set the precept.
- To appoint the Clerk to the Council or any other staff members.
- To make byelaws.
- To borrow money.

Wootton Parish Council's Scheme of Delegation authorises the Proper Officer to act with delegated authority in the specific circumstances detailed

- Any action that cannot wait until the next relevant meeting of Wootton Parish Council. In these circumstances the Proper Officer will notify all members of the Finance & General Purposes Committee (by copy to all other members also, for information) via email of the issue **BEFORE** any course of action is taken. Any action should be taken with the agreement¹ of at least three councillors, including the Chairman of Full Council. Please note this does **NOT** relate to any planning matter, given the Planning & Environment Committee meets twice monthly.
- The Proper Officer is permitted to spend up to the total budget heading for all revenue headings, with the **PRIOR** agreement² of either the relevant budget heading chairman, or the Chairman and

¹ This should be via email to ensure an audit trail is retained.

² This should be via email to ensure an audit trail is retained.

Vice-Chairman of Full Council (if different).

Any such actions or financial spend shall be confirmed via email to ensure an audit trail is retained for audit purposes and must be reported at the next relevant meeting of Wootton Parish Council.