

Docking Parish Council Delegation Policy

Introduction

Docking Parish Council (the Council) recognises that, as the corporate decision-making body, it holds the ultimate authority to make, approve, and implement decisions, transactions, and actions. To ensure smooth and efficient operations, certain powers may be delegated to sub-committees or the Clerk. However, authority is never delegated to individual councillors, including the Chair.

This policy outlines the framework for delegation, ensuring that all decisions are transparent, accountable, and made in accordance with the Council's governance responsibilities.

Policy Statement

1. Council responsibility:

The Council retains full authority and responsibility for all decisions unless explicitly delegated as outlined in this policy.

2. Delegation Framework:

- a) Delegated powers may only be granted to:
- b) Sub-committees established by the Council.
- c) The Clerk, acting as the Council's Proper Officer.
- d) Delegated powers shall never be granted to individual councillors or the Chair.

3. Voting and Record-Keeping:

- a) Delegated powers must be proposed, debated, and voted upon during a full Council meeting.
- b) All delegations shall be recorded in the minutes of the meeting and added to the Delegated Powers Register and noted with the date added until the next policy review.
- c) The Delegated Powers Register is a living document that can be updated, amended, or added to at any time by resolution of the Council to reflect operational needs.

4. Oversight and Review:

- a) Any action taken under a delegated power must be reported and recorded at the next council meeting
- b) Any delegation can be reviewed, amended, or rescinded by the Council through a majority vote.
- c) This Delegation Policy will be formally reviewed by the Council every year to ensure alignment with best practices and operational requirements.

Delegated Powers Register

The Delegated Powers Register outlines specific responsibilities, powers, and limits granted by the Council. It serves as the definitive record of delegations and is maintained by the Clerk.

Responsibilities Delegated to the Parish Clerk

1. Proper Officer

The Clerk is authorised to act as the Proper Officer under the Local Government Act 1972 and any other relevant laws.

2. General Matters

The Clerk is authorised to:

- a) Sign documents to implement Council decisions
- b) Take steps to recover debts or obligations due to the council
- c) Institute and appear in legal proceedings as authorized by the Council
- b) Represent the Council in legal proceedings or public inquiries.
- c) Manage open spaces and amenities.
- d) Act as the designated officer for Freedom of Information requests.

3. Financial Matters

The Clerk is authorised to:

- a) Approve spending up to £500 within the approved budget, following legal and policy guidelines.
- b) Accept the most economically advantageous quotes or tenders for work within the budget, at or under the approved estimate, and according to Council regulations.
- c) Maintain and update the list of approved contractors.
- d) Invest Council funds as per the Investment Policy
- e) Apply for funding on council behalf for already approved projects. Applications must be declared at the next meeting and ratified and do not oblige the PC to proceed.
- f) Make the following regular payments to these suppliers in August when council is in recess where services provided are as per standard, but in months where there is a meeting, for payments to be presented for approval. 1. Matt Todd – for village maintenance 30 hours + ORG + Sam units, 2. Annalisa Dovey – Clerking services (salary, pension, WFH, printing expenses and mobile phone repayment) , 3. HMRC – PAYE & National Insurances (monthly), 4. K&M streetlight contract (monthly), 5. Gallagher Insurance (annual). 6. Coalition insurance (annual) 7. Docking Village Hall- hire for meetings (Approved May 2026 AGM)

4. Planning Applications

The Clerk is authorised to

- a) Submit a response on behalf of the planning advisory group (or full council if the planning committee is disbanded) where a response is required before the next Council meeting.

5. Urgency

Adopted: 9th December 2024
updated.

Reviewed: annually (AGM) Last review: AGM May 2026

a) The Clerk is authorised to act on behalf of the council in cases of urgency or emergency.

Policy Review

This policy is effective from 6th December 2024 and will be reviewed every two years by the Council.

The Delegated Powers Register may be updated at any time by resolution of the Council.

Adopted by Docking Parish Council on: 6th December 2024