



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

www.whitecolneparishcouncil.gov.uk

clerk@whitecolneparishcouncil.gov.uk

Village of the Year 2025

Scheme of Delegation and Delegated Responsibilities 2026-27

1. Scheme of Delegation

- 1.1 This document sets out the manner in which White Colne Parish Council has delegated powers and responsibilities, and is one of the three major ways in which the Council regulates its affairs - the others being its Standing Orders and Financial Regulations.
- 1.2 The power to delegate functions is set out in the Local Government Act 1972 s101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council to decide matters within available Terms of Reference, and matters of major policy should be recommended to the Full Council. Whilst delegation is necessary, it is the Council's policy that members and the public should have the fullest information available to them at all times. Therefore, the Clerk reports all major decisions taken under delegated powers at the next available Council meeting.

2. Proper Officer and Responsible Financial Officer

- 2.1 The Clerk shall be:
 - the Proper Officer and carry out the functions as provided by the Local Government Act 1972;
 - the Responsible Financial Officer in accordance with the Accounts and Audit Regulations in force at any given time.

3. Powers Which Cannot Be Delegated

- levying or issuing a precept
- borrowing money
- approving the Council's annual accounts
- considering an auditor's report made in the public interest
- confirming that the council has satisfied the statutory criteria to exercise the General Power of Competence
- adopting or revising the Council's Code of Conduct

4. Delegated Powers and Responsibilities

- 4.1 In addition to the responsibilities set out in the Clerk's job description the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - Day to day administration of services, together with routine inspections and control.

- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine expenditure in accordance with Financial Regulations (Budgetary Control and Authority to Spend).
- Preparation and submission of comments to Planning Applications where the Council's agreed stance is known.
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation (whichever is in force at the time of request).
- Issuing press releases and statements to the press on the Council's known policies.
- Updating and managing the content of the Council's website.
- Disposal of Council records according to legal restrictions;
- Take appropriate actions arising from emergencies in consultation with Chairman/Vice Chairman of the Council - as appropriate to the circumstances which may require expenditure above and beyond the £500 limit in the Financial Regulations.

5. Planning Delegation to the Clerk

- 5.1 The Council delegates decisions arising under development control consultations to the clerk in consultation with all Councillors.
- 5.2 Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the Council.
- 5.3 The clerk will arrange for relevant papers to be circulated to the councillors who should return their comments, to the clerk for determination of the council's response within the prescribed consultation period.
- 5.4 Delegated decisions will be reported to and recorded in the minutes of the next council meeting.
- 5.5 In respect of the controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter.

This Scheme has been drafted from the NALC Model Scheme of Delegation. This scheme will be reviewed and amended as required, due to changes in legislation or on the employment of a new Clerk.

Members' Responsibilities 2026-27

Responsibility	Person Responsible
Allotments and Community Garden	Cllr Wilson
Climate Action, inc. Community Energy Project	Cllr Taylor
Community Liaison	Cllr Taylor
Defibrillator	Cllr Pryke TBC
Environment (inc. Footpaths, Litter & Dog Waste Issues)	Cllr Batchford Cllr Pryke Cllr Wilson
Grant Funded Projects	Cllr Bull Cllr Taylor
Highways (inc. Reporting Defects & Potholes, 20 is Plenty, Public Transport, SID)	Cllr Pryke
The Meadows	Cllr Batchford Mike King
Planning Applications	Cllr Wilson
Policies	Cllr Wilson
River Colne (inc. Flooding & Drainage)	Cllr Batchford Cllr Wilson
Parish Tree Warden	TBC
Village Green (inc. Christmas Lighting & Maintenance)	Cllr Field
Village Hall	Cllr Taylor
Village Hall H&S Checks	Mike King
Village Hall Land at Rear	Cllr Taylor
Website (inc. IT & social media)	Cllr Bull Cllr Field Cllr Taylor

Arrangements with Local Authorities, Not-for-Profit Bodies, and Businesses

Organisation	Arrangements	Representative
Braintree Association of Local Councils	Annual membership	Cllr Taylor
Braintree District Council	Planning Consultee Refuse collections Licensing	
Essex County Council	Landowner - Village Hall	
Essex Association of Local Councils	Annual membership	Cllr Taylor
National Association of Local Councils	Annual membership via EALC subscription	
Society of Local Council Clerks	Parish Clerk has membership	Parish Clerk
Essex Police	Public Liaison Meetings	Cllr Wilson
Rural Community Council of Essex	Annual membership	
The Allotments Society	Annual membership	
Unity Trust Bank	Banking	
Scribe	Accounting software	
Jan Stobart	Internal Audit	
Simcott Renewables		
Monta	EV Charging	
Hallmaster	Village Hall online booking system – annual subscription	
Stripe	Village Hall bookings	
SumUp	Card Payments	
Scottish Power	Smart Export Guarantee (SEG)	
JPB Landscapes	Grasscutting	
Gallen Windows	Village Hall window cleaning	
Jade Lock	Village Hall bookings	
CJO	Village Hall heat pump	
Suzanna Giera	Village Hall cleaning (relief)	
E & J	Village Hall fire extinguishers	
Stephen Holt	General maintenance	
John Watt	General maintenance	

Adopted: 19.05.2026; Minute ref: 017/26

Next review: May 2027