

ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham,
Winchelsea, Winchelsea Beach and Rye Harbour

Scheme of Delegation

1. **Scope**
2. **Clerk and Responsible Finance Officer**
3. **Staffing Committee**
4. **Open Spaces Committee**
5. **Planning Committee**
6. **Allotments Committee**
7. **Delegation – Limitations**

1. Scope

Icklesham Parish Council's (The Council) Scheme of Delegation authorises the Clerk to the Council/ Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

The Council's Scheme of Delegation will be reviewed on an annual basis at the annual Council meeting in conjunction with the Terms of Reference for each Committee.

2. Clerk and Responsible Finance Officer

- To take action on any issue of such urgency that it cannot wait until the next normal Council meeting. if circumstances permit the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/ her view into account.
- To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.
- To take any action regarding minor repairs (up to a cost of £500) and to report minor matter to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Clerk's delegated powers in relation to planning

The Clerk has delegated authority to report any fly tipping/ enforcement issues to the relevant department. Minute Ref item 7 14th February 2022.

3. Staffing Committee

Purpose

- The Staffing Committee shall deal with all staffing matters as per Standing Order 19 "Handling Staff Matters".
- The Staffing Committee will develop, monitor and review the following:
 - Council employment policies and functions ensuring compliance with the Law.
 - To deal with disciplinary and grievance hearings relating to council employees.

**Parish Clerk and Responsible Finance Officer
PO Box 148, Winchelsea, East Sussex TN31 9FP**

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Please see the Staffing Committee's Terms of Reference.

Delegated Authority

The Staffing Committee are authorised to make binding decisions on behalf of The Council with regard to all aspects of its Purpose as set out above providing the meeting considering any matter is quorate.

4. Open Spaces Committee

Purpose

To look at all aspects of the use of and upkeep of all open spaces maintained and controlled by Icklesham Parish Council (with the exception of allotment gardens.)

To look at all aspects of the use and upkeep of all play equipment, street furniture and other assets owned and maintained by Icklesham Parish Council.

To look at all aspects of the use and upkeep of Rye Harbour public toilets and car park.

To consider and make recommendations to the Full Council in respect of appropriate budget provisions for the current year and (and a three year forecast) for items within the committee's remit (no later than October)

Please see the Open Spaces Committee's Terms of Reference.

Delegated Authority

- The Open Spaces Committee has the delegated power to approve the use of Open Spaces for all purposes for periods not exceeding sixteen weeks.
- The Open Spaces Committee has the delegated power to incur expenditure on behalf of the Parish Council on all approved budget items (Council will approve budget items as part of its annual budget setting procedures) in accordance with Financial Regulations. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature. Any overspend or non-budgeted items should be approved by Council.

5. Planning Committee

Purpose

The Parish Council is a statutory consultee of the Planning Authority. The Planning Committee will consider all applications passed to The Council by the Planning Authority and make representations to the Planning Authority on the applications.

The Committee will consider new legislation and policy as it relates to planning matters.

Please see the Planning Committee's Terms of Reference.

Delegated Authority

- The Planning Committee are authorised to make binding decisions on behalf of The Council with regard to all aspects of its Purpose as set out above provided the meeting considering any matter is quorate.

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6. Allotments Committee

Purpose

To look at all aspects of the use of and upkeep of all allotment gardens maintained and controlled by The Council.

To consider and make recommendations to the Full Council in respect of appropriate budget provisions for the current year and (and a three year forecast) for items within the committee's remit (no later than October).

Please see the Allotment Committee's Terms of Reference.

Delegated Authority

- The Allotments Committee have delegated authority to make decisions about the day to day running of the Parish Allotment sites.
- The Allotment Committee is authorised to spend Council finances up to £500 for any single transaction and not exceeding the Allotment budget agreed by the Council. If additional finances are needed, or the spend is greater than £500 the Committee will refer these matters to the Full Council.
- The Allotment Committee are not permitted to make changes to the rental charges for plots. This will be referred to Full Council.

7. Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

All decisions will be reported to the first appropriate Council meeting. The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer and its Committees as and when appropriate.

Adopted by Full Council: 15th May 2023

Minute Reference: 23/63b)

Review Date: May 2024

Date Reviewed: _____

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