



COLEHILL TOWN COUNCIL

SCHEME OF DELEGATION – ADOPTED 14th JULY 2026

1. Introduction

- 1.1 This document sets out the way in which Colehill Town Council (the Council) delegates powers and responsibilities to the Town Clerk and Committees. It should be read in conjunction with the Council's Standing Orders, Financial Regulations, and terms of reference for our Committees.
- 1.2 The Power to delegate functions is set out in Section 101 of the Local Government Act 1972.
- 1.3 The intention of this scheme of delegation is to allow the Council to act with all reasonable speed and to enable the Council to continue to function at times of emergency when it may not be possible for the Council to meet, to make sure that the Council can continue to run in an effective manner.

2. Proper Officer and Responsible Financial Officer

- 2.1 The Town Clerk is the appointed proper officer and Responsible Financial officer for the Council.
- 2.2 As proper officer the Clerk is specifically authorised to:
 - Receive declarations of acceptance of office.
 - Receive and record notices from Councillors disclosing interests.
 - Receive and retain plans and documents.
 - Sign notices and other documents on behalf of the Council.
 - Sign and issue summonses to attend meetings of the Council.
 - Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by the Chair or Councillors is signed by them).
- 2.3 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.
 - Dealing with correspondence where the views of the Council are known following a previous discussion or resolution.
 - To handle all requests for information under the Freedom of Information Act 2000 and the Data Protection Act and GDPR regulations.
 - Issuing press releases with reference to the Council's considered position, working with the Councillor appointed as Press Officer.
 - Updating information onto the Town Council's website and Facebook page, working with the Councillors appointed to the Editorial Board.
 - The day-to-day supervision and line management of all staff employed by the Council.

- To liaise with and if required instruct all contractors on a day-to-day basis following the award of any contract in accordance with the terms of the contract. Any change or variations shall only be instructed, following discussion with at least 2 Councillors to be reported to the next meeting of Council or the appropriate Committee.
- To take action on any issue of such urgency that it cannot wait until the next normal Council meeting. The Clerk would normally be expected to consult with the Chair or Vice Chair (if the Chair is not available) to take his/her view into account, and to report to the Council as soon as practicable.

2.4 The Council may delegate the power to make individual specific decisions on particular individual items to the Clerk or its Committees as and when appropriate by way of resolution.

3. Budgetary control and authority to spend

3.1 Other than in an emergency, all expenditure must be authorised following the approval limits specified in our Financial Regulations, summarised in the table below:

Purchase Amount	Minimum Approval	Procurement Process
• Up to £500 excl. VAT	• The Clerk	• Seek value for money
• Up to £1,000 excl. VAT	• The Clerk + Chair of Council or appropriate Committee	• Seek value for money
• Up to £2,000 excl. VAT	• The Clerk + Chair of Council or appropriate Committee	• Try to obtain 3 estimates, which might include online prices or recent prices from regular suppliers
• Up to £3,000 excl. VAT	• Appropriate Committee	• Try to obtain 3 estimates, which might include online prices or recent prices from regular suppliers
• Up to £5,000 excl. VAT	• Appropriate Committee	• Seek at least 3 fixed-price quotes
• Over £5,000 excl. VAT	• Full Council	• Seek at least 3 fixed-price quotes
• Over £30,000 incl. VAT	• Full Council	• Seek at least 3 fixed-price quotes • Must comply with Legislation

Over £60,000 incl. VAT	Full Council	- Must comply with Legislation - Must seek formal tenders from at least 3 suppliers and manage in accordance with Appendix 1 of the Financial Regs
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4. Committees

- 4.1 Our Committees may make decisions in line with their purpose as specified in their Terms of Reference, and within their authorisation limits as specified in Financial Regulations and summarised in section 3.1 above.
- 4.2 Our Highways, Plans & The Environment Committee is delegated to deliver the Town Council's role as a statutory consultee in relation to applications for planning applications and matters relating to Tree Preservation Orders.
Where responses are required to a planning application and it is not possible due to timing for either this Committee or the Council to discuss, then powers to respond are delegated to the Town Clerk, who will formulate appropriate wording in conjunction with the Chair and Vice-Chair of the Committee.
- 4.3 The Clerk may, at their discretion, decide to take any matter to Council rather than a Committee due to timing of meetings, or importance of the topic.

Version History

Date	Summary of Changes
8/10/24	New document
15/7/25	Amended in line with Financial Regulations, amending limit where 3 quotes are required, and removing explicit mention of Contracts Finder
14/7/26	Council name changed to Colehill Town Council

This Policy will be reviewed annually, next review due July 2027.