



Baughurst Parish Council

Scheme of Delegation

INTRODUCTION BY BAUGHURST PARISH COUNCIL

Local Councils may only do what legislation requires or permits them to do. With some exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities. The power to delegate functions by local councils is set out in the [Local Government Act 1972 S.101](#).

The aim of this policy document is to clarify the way Baughurst Parish Council has delegated its powers and the authority to spend. The document is derived from and forms part of the council standing orders and financial regulations. The document should be reviewed at least annually and should apply for a council Financial Year.

This Scheme of Delegation was adopted by the council at its meeting held on

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1. Purpose of the Scheme of Delegation

Purposes of this document include:



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- To define the parameters within which Officers of the Council can act without reference to the councillors. Where consultation with others is a requirement of the ability to act, it is clearly set out with whom this should take place;
- To capture the various delegated powers throughout the council, including those delegated by the council to its committees. This element of the scheme incorporates the Terms of Reference of the Committees.

Any deviation from this scheme should be reported to council at the earliest opportunity with an explanation of the circumstances in which the deviation occurred.

2. Council functions that may not be delegated

Certain functions cannot be delegated and are therefore reserved to the full council, although an appropriate committee may make recommendations thereon for the council's consideration:

- Setting the precept and approval of the council's budget;
- Approval of the Annual Accounts;
- Completion of the Annual Return including the Governance Statement;
- Consideration of an Auditor's report made in the public interest (within one month of receipt);
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation;
- Adoption or revision of the council's Code of Conduct;
- Confirmation (by resolution) that the council has satisfied the statutory criteria to exercise the General Power of Competence;
- Determination and review of the Bank Mandate;
- Matters of principle or policy;
- Appointment of members to existing committees, appointment of new committees and determination of the terms of reference of



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committees.

- Determination of working groups for the council and their membership and terms of reference.
- Nomination or appointment of representatives of the council to outside bodies (except approved conferences or meetings);
- Nomination or appointment of representatives of the council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
- The making, amending or revoking of byelaws;
- Agreement to write off bad debts;
- Approval by resolution of all payments before payment is made, except where exceptionally allowed in the Financial Regulations;
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan;
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets);
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property;
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land);
- Approval of changes in earmarked reserves as part of the budgetary process.

3. Proper Officer

The Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post. In the absence of the Clerk, the full authority of the Proper Officer passes to a nominated councillor to undertake functions delegated to the Proper Officer. Delegated actions of the Clerk or other officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with



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directions given by the Council from time to time.

The Clerk is specifically authorised to:

- Receive declarations of acceptance of office;
- Receive and publish Members' Registers of Interest;
- Receive and grant Disclosable Pecuniary Interest dispensations after consulting with the Basingstoke and Deane Borough Council's Monitoring Officer. Details of all dispensations received and granted to be reported to the council at the next available meeting;
- Sign and serve on councillors a summons with an agenda to attend council and committee meetings;
- Convene a meeting of the council if a casual vacancy occurs in the office of the chairman;
- Sign notices or other documents on behalf of the council;
- Receive and hold copies of byelaws made by a principal local authority which affect the council's area;
- Receive and retain plans, notices and documents;
- Certify copies of byelaws made by the council.

In addition, the Clerk is authorised to undertake the day-to-day administration of the council, to include:

- Producing agendas and all associated documents for the council or committee meetings in line with the standing orders and publishing these in a collaborative way on the council file share and publishing the agenda in final form on the council website and elsewhere in line with the standing orders;
- Producing minutes of the council or committee meetings in line with standing orders and within 3 days of the meeting and publish these in a collaborative way on the council file share and in final form on the council website within one month of the meeting;
- Driving council business activity between meetings of council and committees to ensure best use is made of council and committee meeting times. Only resolutions need be taken to council or



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committee, information dissemination should take place between meetings to optimise the business of council;

- Calling extra meetings of the council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Orders;
- Issuing press releases and statements to the press on the council's policies and progress;
- Producing and appropriately sharing all formal business documentation, such as request for quotation and statement of works, with potential suppliers and suppliers in consultation with the relevant committee, and receiving all estimates and quotations in line with the financial regulations;
- Updating and managing the content on the council's website within the structure established and agreed by council;
- Updating and managing the content on the council's file sharing system (Microsoft OneDrive) within the parameters and structure established by council;
- Making arrangements for the maintenance of the office IT system as required by council.
- Co-ordinating the production of the council's physical newsletter utilising the content as established by council;
- Disposal of Council records according to legal restrictions and an agreed retention and disposal policy;
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 2018;
- Acknowledging and handling all complaints, in the first instance, regarding the council (except where the complaint relates to the Clerk);
- Purchasing basic office equipment and supplies and requesting refund of the related costs from the council;
- Arranging emergency repairs to assets (subject to the council's standing orders and financial regulations);



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- Taking appropriate action arising from other emergencies (in consultation with the chairman/vice chairman of council or committee chairman as appropriate to the circumstances);
- Making arrangements to pay salaries/wages and expenses to all employees of the council (subject to the council's financial regulations);
- Emergency expenditure as defined in the Financial Regulations whether or not there is budgetary provision for the expenditure (Fin Regs 4.5).
- Urgent training expenditure for the council members where there is a budgetary provision for the expenditure.

When the council or a committee delegates a specific task or function to the Proper Officer, the action taken must be reported to the next council meeting or committee meeting as appropriate, but action may also be reported to council or a committee between meetings, particularly where further guidance is requested of councillors.

4. Responsible Financial Officer

The Responsible Financial Officer (RFO) to the council is responsible for the accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the council's adopted Financial Regulations.

The RFO is specifically authorised to:

- Maintain accounting procedures and financial records for the council in line with the Financial Regulations;
- Maintain the council's banking arrangements and reviewing these regularly for safety and efficiency;
- Ensure the bank reconciliations are regularly verified as described in the Financial Regulations;
- Produce the annual statement of accounts as described in the Financial Regulations
- Manage the annual internal and external audits and their reports as



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described in the Financial Regulations;

- Make appropriate arrangements for electors to exercise their rights in relation to the accounts as described in the Financial Regulations;
- Use information provided by each committee and council and regular payments as a result of continuing contracts or statutory obligations to prepare a draft budget by November each year for consideration by the General Purposes Committee;
- Issue the precept to the billing authority not later than the date specified by Basingstoke and Deane Borough Council;
- Use the approved budget as the basis for financial control each year;
- Verify the lawful nature of any proposed purchase and contract and ensure that any official orders or contracts conform to the Financial Regulations;
- Prepare with the Clerk a risk management policy statement for review by the council as described in the Financial Regulations;
- Insure all council assets appropriately and negotiate all claims on behalf of the council in consultation with the Clerk;

In addition, the RFO is authorised to undertake the day-to-day financial management of the council's affairs, to include:

- Supplying each councillor with a copy of the approved annual budget;
- Supplying each committee with any changes impacting upon their budget or spending plans in good time;
- Ensuring that capital works are administered in accordance with the council's standing orders and Financial Regulations;
- Providing the council with a regular statement of receipts and payments, year to date, compared to budget, explaining any material variances as described in the Financial Regulations;
- Verifying all invoices and certifying them as per Financial Regulations;
- Taking steps to pay all invoices that are in order and are authorised for payment in accordance with the agreed process;
- Authorisation of payments as described in the Financial Regulations;



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- Retention of all investment certificates related to the council;
- Making arrangements for the collection of all sums due to the council, as described in the Financial Regulations;
- Maintenance of the order book for the council;
- Periodic checks of stocks and stores at least annually;
- Maintaining a record of all insurances and shall be notified of any loss or damage or of an event likely to lead to a claim;
- Maintain separate accounts for charitable trusts and some grants, such as CIL, as described in the Financial Regulations;

The Clerk to the Council shall be the Responsible Financial Officer. In the absence of the Clerk the full authority of the RFO will pass to a nominated councillor.

5. Committees

All committees are authorised to:

- Elect a chairman and vice chairman from within the membership of that committee either at the first meeting of the committee or at the first meeting following the annual meeting of council;
- Approve the minutes of the last meeting of the committee;
- Conduct activities within the remit of the committee and spend money from the budget headings under that committee's remit up to the limit of the budget and/or the named reserve;
- Recommend to council the spend of money that exceeds the budget headings under that committee's remit and/or named reserve;
- Recommend to council any action that is outside the remit of the committee that the committee requires to be taken in order to progress their activities;
- Make recommendations to the General Purposes Committee on the budget requirement for the committee for the coming Financial Year;
- Delegate any of their functions to a sub-committee, working group or officer of the council;



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- Committees may co-opt non-councillors as members of that committee as that committee sees fit, however, those members of the public will not be entitled to vote on committee matters.

6. Working Groups

All working groups are authorised to:

- Elect a leader from within the membership of that working group at the first meeting of the working group;
- Document the working group terms of reference for agreement by the committee or council that created the working group;
- Take notes of the working group proceedings and make them available to all members of the working group;
- Report regularly to the committee or council that created the working group, identifying progress achieved, next actions to be taken and any recommendations to the committee or council;
- Delegate any of their functions to an officer of the council;
- Working groups may co-opt non-councillors as members of that working group as that working group sees fit.

7. Committee Structure and Responsibilities

The committee structure adopted by Baughurst Parish Council will ensure that all areas of council activity are being fully addressed, while maximising the available councillor talent across the committee structure.

Formal Terms of Reference of each committee are documented below.

8. General Purposes Committee Terms of Reference

Purpose

The General Purposes Committee provides a forum for debate and scrutiny of the council policies and procedures, while also being responsible



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management and recommendation of the budget and precept to council.

Meetings Schedule

The General Purposes committee will meet in November each year to recommend the budget and key financial parameters to council and will also meet in February to recommend any changes in policy to the council, and as required during other periods of the year.

Membership

The committee consists of at least 5 appointed councillors.

Quorum

The committee quorum is three appointed councillors.

Responsibilities

- Development and recommendation of budget;
- Management of all legal processes including deeds and leases;
- Community engagement, including the newsletter;
- Management of relationships with other councils and local organisations;
- IT Management and recommendations;
- Consideration and recommendation of all council policies and key processes, including Code of Conduct, Standing Orders and Financial Regulations;
- Consideration and recommendation of all staff related matters, such as salary adjustments, staff contracts and disciplinary issues.

Council Delegated Powers

The council has delegated no powers to the General Purposes committee; hence the committee is required to recommend any decision to council.

Subcommittees and Working Groups

This committee has no subcommittees or working groups.



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9. HR Committee Terms of Reference

Purpose

The HR Committee manages all aspects of staff matters and any disciplinary or code of conduct matters on behalf of the Council and ensuring that employment law is at times adhered to.

Meetings Schedule

The HR committee will meet in November each year to recommend changes to existing contracts of employment for staff employed by the council, including salaries and other terms and conditions that affect the proposed budget. The HR committee will also meet in February to recommend any changes in policy to the Council that affect the next financial year, and as required during other periods of the year.

Membership

The committee consists of at least 4 appointed councillors.

Quorum

The committee quorum is three appointed councillors.

Responsibilities

- Consideration and recommendation of all staff related matters, such as salary adjustments, staff contracts and disciplinary issues.
- Development and recommendation of all staff related policies and procedures.
- Consideration and recommendation of all disciplinary and code of conduct related issues.

Council Delegated Powers

The council has delegated no powers to the HR committee; hence the committee is required to recommend any decision to council.

Subcommittees and Working Groups

The committee has no subcommittees or working groups.



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10. Playing Fields and Open Spaces Committee Terms of Reference

Purpose

The Playing Fields and Open Spaces Committee manages the council's assets that comprise that land and the recreational facilities on the land and provides local management of footpaths and bridleways.

Meetings Schedule

The Playing Fields and Open Spaces committee will meet at least 4 times per annum.

Membership

The committee consists of a minimum of six appointed councillors.

Quorum

The committee quorum is three appointed councillors.

Responsibilities

- Management of parish council land;
- Management of recreational facilities and parks;
- Management of tarmac paths maintained by the council;
- Local management of footpaths and bridleways within the parish and their continued use by the residents of the parish and visitors.

Council Delegated Powers

The council has delegated the following powers to this committee:

The power to act as the council in deciding matters in relation to the council land, the assets on the land, footpaths maintained by the council and local footpaths and bridleways in conjunction with other councils.

The power to spend monies up to the agreed budget (to include any allocation of reserves to this committee) where no single order exceeds £5,000.

Subcommittees and Working Groups

This committee has no subcommittees or working groups.



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11. Council Working Groups

The council has established the following working groups:

Neighbourhood Plan Working Group

The Neighbourhood Plan Working Group is to work within the community on the development of a neighbourhood plan for the parish and align with the council to deliver the plan. The group will act as the liaison to the plan development team during the development and publication stages. The group will report to the council on a regular basis.

The NPWG will have two councillors nominated by the Council. One councillor will act as the finance officer for the working group and take responsibility for the grant process. The second councillor will act as the secretariate for the group and report to the council on progress and represent the views of the council at the NPWG.

12. Council Representatives

The council is represented on local bodies by individuals or groups. These persons are tasked with representing the interests of Baughurst parish and the council towards the local body and to keep the council up to date with activities within the organisation.

The local bodies requiring representation from Baughurst Parish Council are:

AWE Local Liaison

Purpose of representation: To ensure that BPC is kept informed of latest developments in the AWE Emergency Plan and that Baughurst is represented to AWE.

Key areas of interest: Emergency Plan changes and DEPZ amendments.

Council reporting requirements: At least annually and also following a meeting of the committee.

The representative shall be a member of the full council.



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Heath End Village Hall Liaison

Purpose of representation: To maintain relationships with the village hall.

Key areas of interest: Ensuring that the village hall maintains its utility for the community.

Council reporting requirements: Annually and at key events.

The representative shall be a member of the full council.

Basingstoke and Deane Association of Parish and Town Councils

Purpose of representation: To ensure that BPC has a voice on the committee and that the collective views of the local Town and Parish Councils can be promoted.

Key areas of interest: Liaison with other parish councils for best practice advice – collective pressure groups.

Council reporting requirements: Annually of following a meeting of the group.

The representatives shall be one councillor, reporting to full council.

Tadley Citizens Advice

Purpose of representation: To maintain relationships with Tadley CAB, which serves the community of Baughurst.

Key areas of interest: Ensuring that Tadley CAB is able to continue to serve the Baughurst community.

Council reporting requirements: Annually and at key events.

The representative shall be a member of the full council.

Sir George Brown Trust

Purpose of representation: To maintain relationships with Sir George Brown Trust, which mainly serves the community in Wolverton.



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Key areas of interest: Affordable housing for families in Wolverton and wider Baughurst.

Council reporting requirements: Annually and at key events.

The council has two nominees, one of which will be a member of full council.



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APPENDIX 1 AMENDMENT HISTORY

This is the first version 1.0 of the Scheme of Delegation for Baughurst Parish Council.

Section

Amendment

Created: September 2025

Review date: March 2026



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APPENDIX 2 COUNCIL APPOINTMENTS

The appointments made by council as of 1 July 2025 are as follows:

Appointment of representatives

These are the representatives agreed at the council meeting of 15 May 2025.

AWE Local Liaison	Cllr C Cooper
CAB	Cllr J Hewitt
Heath End Village Hall	Cllr J Hewitt
Sir George Brown Trust – 4 yearly appointment	Cllr M Slatford

Appointment of committees

These are the committee members agreed at the council meeting of 15 May 2025. Bold identifies the chairman of the committee.

General Purposes	R Cockle, R Clark, C Cooper, J Hewitt , M Slatford, B Crosswell (6)
HR	N Fletcher , R Clark, M Slatford, J Hewitt (4)
Playing Fields and Open Spaces	R Clark, R Cockle , C Cooper, G Porter, M Slatford, B Crosswell, C Evans (7)

Appointment of Working Groups

These are the working group members agreed at the council meetings of 15 May 2025. Bold identifies the lead of the working group.

Neighbourhood Plan	K Morrow , C Cooper, M Slatford, K Elkins, C Evans , M Russell
Pineapple Field Working Group	C Cooper, B Crosswell (2)