



Purpose and Activation

This Scheme of Delegation is adopted to ensure that Dartmoor Forest Parish Council can continue to operate lawfully, efficiently and in accordance with its Standing Orders and Financial Regulations 2025.

The scheme applies at all times but is particularly relevant:

- Between scheduled Council meetings
- Where urgent decisions are required
- Where operational continuity must be maintained

Members are expected to:

- Regularly review communications
- Respond to consultation requests in a timely manner

All delegated authority must comply with Financial Regulations 2025, Standing Orders, and relevant legislation and must operate within approved budgets unless expressly permitted otherwise. They must not override matters reserved to full Council under FR 1.6

No individual member or informal group of members may make any contract or incur expenditure on behalf of the Council.

All decisions taken under delegated authority:

- Must be recorded
- Must be reported to the next available Council meeting

Proper Officer / Responsible Financial Officer (Clerk)

The Clerk, as Proper Officer and Responsible Financial Officer (RFO), is delegated authority as follows:

- Urgent Decisions to take action on any matter requiring immediate attention where it is not practicable to convene a Council meeting, and delay would be detrimental to the Council, its assets, or the public
- Where possible the Clerk shall consult the Chairman (and ideally one other councillor) before acting

Emergency Expenditure

In accordance with FR 5.18 and FR 6.6 The Clerk may:

- Authorise expenditure up to £1,000 (excluding VAT) where there is a serious risk to Council services, or risk to public safety, or urgent need for repair/replacement

Conditions:

The Chairman must be informed as soon as possible The expenditure must be reported to the next Council meeting

Minor Expenditure

In accordance with FR 5.15 the Clerk may:

- Authorise routine purchases up to £500 (excluding VAT) Ensure value for money is achieved ensure expenditure is within an approved budget
- For expenditure up to £1,000 (excluding VAT):

The Clerk may act in consultation with the Chairman

Payments

In accordance with FR 6.6 the Clerk/RFO may authorise:

- Payments required to meet legal or contractual deadlines
- Payments to avoid late payment penalties
- Fund transfers between accounts up to £1,000

All such payments must:

- Be reported to the next Council meeting
- Be included in the schedule of payments

Inquorate Council

In the event that the Council becomes inquorate the Clerk is authorised to:

- Continue essential administration
- Make payments necessary to:
- Maintain statutory functions
- Meet contractual obligations
- Ensure business continuity

All actions must be reported once the Council is quorate again

Procurement Compliance

The Clerk shall:

- Ensure all purchases comply with FR 5 (Procurement)
- Confirm the statutory power for expenditure (FR 5.2)

- Maintain appropriate audit trails

The Clerk may not:

- Enter into contracts above delegated limits
- Override procurement thresholds

Planning Matters

Where timing prevents consideration at a Council meeting planning applications may be circulated to all members. Members' comments will be collated by the Clerk. The Clerk is authorised to:

- Submit a response following consultation with the Chairman
- Where appropriate: An extraordinary meeting should be convened

Highways and External Liaison

The Clerk is authorised to liaise with:

Highways authorities

District and County Councils

Other statutory bodies

For routine matters, reporting issues, progressing Council decisions

Limitations of Delegation

This Scheme does not permit any individual councillor to incur expenditure (FR 5.16)

Any committee to act (as no committees currently have delegated authority)

Any expenditure outside statutory powers.

This Scheme does not override:

- Financial Regulations
- Standing Orders
- Statutory requirements