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| Scheme of Delegation Dowlen a Kanasedh | | CPC-G-SOD |
| | | Version 1 |
| Effective 25.03.2026 | Review by 25.03.2027 | Page 1 of 3 |

1. Purpose Mynnas

This Scheme of Delegation authorises the Clerk to the Parish Council, committees, and where appropriate individual members to act with delegated authority in the name of Chacewater Parish Council.

The purpose of this scheme is to:

- ensure the efficient conduct of Parish Council business;
- enable decisions to be taken promptly where appropriate;
- provide clarity regarding responsibilities and accountability; and
- ensure all actions comply with the Parish Council's Standing Orders and Financial Regulations.

This Scheme is made in accordance with powers contained within the Local Government Act 1972 and other relevant legislation.

2. General principles Pennrewlys kemmyn

Delegated authority:

- must always be exercised in the best interests of the Parish Council and the community;
- must comply with:
 - Parish Council policies;
 - Standing Orders;
 - Financial Regulations; and
 - statutory requirements; and
- does not remove the Parish Council's ultimate responsibility.

Any decision taken under delegated authority must be reported to the next appropriate Parish Council meeting.

3. Delegation to the Full Council Kanasedh dhe'n Konsel Leun

The following matters cannot be delegated and must be decided by the full Parish Council:

- Setting the Precept.
- Approval of the budget.
- Borrowing money.
- Adoption or amendment of:
 - Standing Orders;
 - Financial Regulations; and
 - Policies.
- Appointment of the Clerk or Responsible Financial Officer.
- Creating or dissolving committees.
- Approval of major contracts or projects exceeding the limits set in Financial Regulations.
- Matters specifically reserved by legislation.

4. Delegation to committees Kanasedh dhe kessedhogow

The Parish Council may establish committees to manage specific functions.

Committees shall operate under Terms of Reference approved by the Parish Council.

Committees must report their decisions or recommendations to Full Parish Council.



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|--|----------------------|-------------|
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| | | Version 1 |
| Effective 25.03.2026 | Review by 25.03.2027 | Page 2 of 3 |

4.1. Planning Committee Kessedhek Towlennans

Typical delegated responsibilities may include:

- reviewing planning applications;
- submitting responses to the planning authority; and
- monitoring planning developments affecting the parish.

Planning decisions are recommendations only unless specific delegated authority is granted.

The local planning authority is Cornwall Council.

4.2. Finance or Staffing Committee Kessedhek Arghansereth po Mayni

Typical delegated responsibilities may include:

- monitoring expenditure against the budget;
- reviewing staffing matters; and
- reviewing financial procedures.

5. Delegation to the Clerk Kanasedh dhe'n Klorek

The Clerk acts as the Proper Officer of the Parish Council and has delegated authority to carry out routine administrative functions.

5.1. Administrative functions Gwriansow menystrek

Delegated powers include:

- implementing decisions of the Parish Council;
- day-to-day management of Parish Council services;
- issuing correspondence on behalf of the Parish Council;
- managing Parish Council records; and
- responding to routine enquiries.

5.2. Financial authority Awtorita arghansek

Within the limits of Financial Regulations, the Clerk may:

- authorise routine expenditure within the approved budget;
- pay invoices and recurring costs; and
- manage petty cash.

Any expenditure outside the budget must be approved by Parish Council.

5.3. Emergency powers Gallosow goredhom

In consultation with the Chair (or Vice-Chair if unavailable), the Clerk may take necessary action in cases of emergency or urgency. Examples include:

- public safety issues;
- urgent repairs; and
- legal or compliance requirements.

Such decisions must be reported to the next Parish Council meeting.

5.4. Staff management Menystrans mayni

Where the Council employs staff, the Clerk may:

- manage day-to-day staff supervision;
- authorise routine leave; and
- allocate duties.



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|--|----------------------|-------------|
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| | | Version 1 |
| Effective 25.03.2026 | Review by 25.03.2027 | Page 3 of 3 |

6. Delegation to the Chair Kanasedh dhe'n Kaderyer

The Chair may act on behalf of the Parish Council in limited circumstances, specifically:

- in urgent consultation with the Clerk;
- in representational duties; and
- signing official documents where required.

The Chair does not have authority to make policy decisions alone unless specifically authorised by Parish Council resolution.

7. Urgent matters between meetings Materyow ter ynter kuntellesow

Where an urgent matter arises between meetings:

1. The Clerk will consult with:
 - the Chair; and
 - where appropriate, relevant Councillors.
2. A decision may be taken under delegated authority if delay would cause harm or significant disadvantage.
3. The action must be reported to the next Parish Council meeting for ratification.

8. Planning matters between meetings Materyow towlennans ynter kuntellesow

Where planning consultation deadlines fall between meetings:

1. The Clerk may circulate applications to Councillors electronically.
2. Responses may be submitted after consultation with Councillors.
3. The response must reflect the majority view of Councillors consulted.

All such responses must be reported to the next Parish Council meeting.

9. Limitations Finyow

Delegated authority:

- must not be used to make new policy;
- must not exceed approved budgets; and
- must comply with legislation and Parish Council policies.

The Parish Council may revoke or amend any delegation at any time.

10. Review Daswel

This Scheme of Delegation will be:

- reviewed annually; or
- earlier if there are changes in legislation, Council structure, or governance requirements.