



SCHEME OF DELEGATION

Committees

Claygate Parish Council has four Committees:

1. Finance & General Purposes
2. Planning
3. Environment, Highways & Transport
4. Staffing

Delegation to Committees

Committees are appointed in accordance with Standing Order 4 and operate under Terms of Reference agreed by the Parish Council. Committees may make decisions within approved delegated budgets and limits set in the Financial Regulations.

Employees

Claygate Parish Council has one employee, the Parish Clerk, who is the Proper Officer and Responsible Financial Officer who works 20hr a week.

Delegation to the Clerk

The Clerk is authorised to:

- Manage day-to-day Council business
- Issue agendas, notices, and correspondence
- Implement Council decisions
- Maintain records, assets register, and information systems

The Clerk may authorise payments:

- For any items below £500 excluding VAT within an approved budget for that type of expenditure in consultation with the Chair of the Council.
- Payments up to £500 (excl. VAT) from general funds only where there is:
 - o Serious risk to services
 - o Public safety risk
- Any payment necessary to avoid a Late Payment charge or to comply with contractual terms where the due date for payment is before the next scheduled Meeting of the Council