

Pelton Parish Council

Delegation Scheme

Relating to the Proceedings & Business of the Council

Updated at Full Council, 27th May 2026

Signed

Cllr. D. Wood
Chair

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Scheme of Delegation/ Terms of Reference

Introduction

Pelton Parish Council is constituted with three wards providing 15 members, one for Handenhold Ward, three for Grange Villa Ward and eleven for Pelton Ward and it meets on a monthly basis – ‘Monthly Meeting’.

This affirms recommendations from the committees and deals with the Planning Applications.

There are four principal committees and associated sub-committees: -

Policy and Resources Group (P & R)

The Finance Committee and Policies Committee form a Policy and Resources Group which consists of all members of the Parish Council and has delegated powers to make resolutions on behalf of the Parish Council. It meets when required and as a minimum once a year.

It excludes the following sub-committees which meet as required: -

- Personnel Management Panel- Cllrs I. Brown, M. Radford & D. Wood.
- Disciplinary Panel- Cllrs M. Lonsdale-Cope, S. Hann & G. Thompson
- Appeals Panel- Cllrs G. Walker, J. Rollings & J. Steele

Personnel management, Disciplinary and Appeals Panels, when required to meet, need to be independent of each other to ensure fair reviews / hearings. Membership will be determined to ensure separation of the three committees/panels and will be limited to three people in each panel.

Allotments

Named members of the Parish Council will be elected to the Allotments Committee at the Parish Council AGM Cllrs J. Barker, I. Brown, S. Hann, M. Lonsdale-Cope, P. Pringle, M. Radford, G. Thompson, C. Todd & G. Walker (up to a maximum of 9 members – the remaining Councillors – P. McGough, A. Nelson, M. Rodgers, J. Rollings, J. Steele & D. Wood will form the Appeals Panel, to meet as required). The committee has delegated powers to make resolutions regarding the *running or management of the Allotments* on behalf of the Parish Council. The Parish Council awarded limited dispensation on 14.5.25 until the Annual General Meeting after the next election cycle in May 2029 to allotment holders who are also members of the Allotments Committee as follows-

The dispensation will limit Members participating in the discussion of and/or vote on the following matters which effect the allotment site on which they hold an allotment to a greater degree than any other allotment site within the parish-

- The eviction of an allotment holder on a particular site;
- the award of a grant to a particular allotment association.

It has the delegated authority to evict Tenants, however, members who participate in the eviction process cannot be party to the Allotments Appeals Panel. The eviction process will always be discussed at a pre-determined time normally at the beginning/end of a meeting allowing members who cannot be involved the opportunity to leave the meeting.

It meets when required and at least twice a year. It is authorised to spend up to £200 on funding pre-authorised in the budget e.g. to treat vermin infestations. It cannot spend more than £200 on a single item nor can it spend any money not budgeted for or a spend which would take the committee over budget. It meets normally on the second Wednesday of a month, although, dependent upon need, it may alternate bi-monthly with Policy and Resources Committee – see above

Allotment Appeals – consists of all members who are not involved in the Tenant Eviction process and who do not have an allotment tenancy within the parish. It will meet only when an appeal is requested. It will review all relevant documentation, check that the Eviction process has been fully followed and reach a decision. Any decision reached is final.

Community Engagement Group Committee

This is a newly established committee and all members of the Parish Council are invited to attend. It has delegated powers to make resolutions on behalf of the Parish Council providing they are within the remit agreed previously by Full Council to manage the implementation of agreed goals. It cannot spend more than £100 on a single item nor can it spend any money not budgeted for or a spend which would take the committee over budget.

It will determine its meeting schedule at the first meeting following the Parish Council's AGM. The Committee will include the following sub-committees: -

- Pelton Newsletter- Cllrs J. Barker, S. Hann, P. McGough, A. Nelson, J. Steele, C. Todd & D. Wood

Outdoor Spaces and Recreational Areas Committee

This is a committee that meets on an as and when basis. The Members are Cllrs J. Barker, I. Brown, S. Hann, A Nelson & C. Todd.

Steering Committee

This is a newly established committee and all members of the Parish Council are invited to attend. The committee is to look at strategic matters, such as reviewing policies and procedures and the action plan and the business plan.

Functions Delegated to Committees

Delegated Powers

- a. All decisions as discussed at the Monthly Meeting, the Policy and Resources Group Committee and Allotments Committee which have full delegated powers will be recorded as “RESOLVED”.
- b. At all other committee / sub-committee meetings the minutes will show the decision as “RESOLVED” or “RECOMMENDED” dependent upon their delegated powers, and “RECOMMENDATIONS” will then be brought to the Council’s attention by the Chairman at the next meeting of the Council when seeking approval and adoption of the Committee’s minutes.
- c. In any case where a Committee / Sub Committee Chairman and Vice Chairman are either unsure whether any matter falls within delegated powers, or whether any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

Planning Applications

- a. All planning applications will be discussed by the Full Council at their monthly meeting.
- b. The Committee shall receive and consider planning applications from the Local Planning Authority. Having due regard to the National Planning Framework and all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority.
- c. The Council shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development control enforcement matters in the Parish.
- d. In exceptional circumstance, i.e. during the August recess, minor applications such as extensions, garages etc. shall be dealt with by the Clerk e mailing / informing members of details of the application and seeking their comments for referral back to the Planning Authority.
- e. In more major applications the Parish Clerk will seek an extension in the time for response from the planning authority and if this is not granted then a special meeting of the Parish Council will be called.

Personnel Management Panel/ Disciplinary Panel/Appeals Panel

Terms of Reference and Delegation

- f. Membership shall comprise of three named members.
- g. The remit is to review staffing structure and levels and make recommendations to the Council.
- h. To agree contracts of employment, job descriptions and person specifications for staff.
- i. To review staff salaries and terms and conditions of all staff and make recommendations to the Council.
- j. Review and monitor the Appraisal process which at the very least incorporates Employers opinions and wishes (if applic) identifies Training requirements, agrees Key Performance Indicators (KPI's) and monitors performance against KPI'S.
- k. Where necessary issue verbal/written warnings where levels of performance fall below an acceptable level.
- l. To review personnel policy and make recommendations to Council.
- m. To review the Health and safety at work for all Council employees.
- n. A Disciplinary panel will be elected with each newly elected committee and will decide disciplinary matters and appeals made by the Personnel Management Panel or employees under their respective Conditions of Service etc.
- o. An Appeals panel will be elected with each newly elected committee and will decide disciplinary matters which have reached appeal by employees under their respective Conditions of Service etc.

Pelton Newsletter Committee

Terms of reference & Delegation

- a. The committee shall comprise of all members who wish to be involved
- b. The committee shall elect their own Chairman, if the Council Chair or Vice Chair are not in attendance, at the first meeting following the Annual Meeting
- c. The remit is to provide and publish the Pelton Newsletter on a quarterly basis, or other times as agreed by Full Council.
- d. Provision of expenditure will be included within the Administration Budget.
- e. The Committee is totally responsible for the content and publication of the Newsletter.

Responsibilities Delegated to Parish Council Officers

Proper Officer

The Parish Clerk is designated and authorized to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

General Matters

The Parish Clerk is authorised: -

- a. to sign on behalf of the Council any document necessary to give effect to any decision of the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council,
- b. to institute and appear in any legal proceedings authorised by the Council,
- c. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Pelton)
- d. to alter the date or time of a committee meeting but, before doing so, shall consult the Chairman of the committee concerned and the Leaders of all political groups on the Council (should there be any), about the need for the change and about convenient alternative dates and times,
- e. to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman,
- f. to negotiate and enter into contractual arrangements for artistes and promoters in relation to events held and programs of entertainment,
- g. to manage the Council's allotments including the selection of tenants. To ease workload this may be passed onto a nominated person who will answer to the Council via the Parish Clerk.
- h. the management of parks, open spaces and amenity areas,
- i. the management of the Council's cemeteries and burials service,
- j. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Financial Matters

The Parish Clerk is authorised as follows: -

- a. To incur expenditure up to a maximum of £500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution (after consulting the Chairman).
- b. To use the Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.

- c. To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to: -
 - the cost not exceeding the amount of the approved estimate;
 - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation;
- d. All the requirements of the Council's Financial Regulations being complied with.
- e. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- f. To invest monies held by the Council with a view to obtaining the optimum rates of interest (when instructed by a motion at a Full Parish Council monthly meeting).

Staffing Matters

The Parish Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including: -

- a. appointments to posts as per the Standing Orders
- b. the employment of temporary employees (after consulting the Chairman).
- c. control of staff performance and reporting poor performance to the Personnel Management Panel who will then consider warnings or escalation to the Disciplinary Panel.
- d. payment of expenses and allowances in accordance with the Council's scheme;
- e. The approval of increments, in accordance with the Council's staff appraisal system subject to Council approval.

Property Matters- The Parish Clerk is given authority to manage the land and property of the Council Including:-

- a. agreeing the terms of any lease, license, conveyance or transfer (subject to Full Council / approval).
- b. the granting or refusal of the Council's consent under the terms of any lease;
- c. variations of restrictive covenants of a routine nature;
- d. the granting of easements, wayleaves and licenses over Council land;
- e. Initiating legal action or proceedings against unauthorised encampments on Council land.

Urgency- The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The Mayor, the Leader of the Council and the Chairman of any relevant committee are to be consulted before such action is taken.

Responsible	Reviewed	Meeting	Adopted Full Council	Review / Re-adopt
Clerk	9.9.2020	AGM	9.9.2020	End of May 2021
Clerk	17.5.21	AGM	17.5.21	End of May 2022
Clerk	16.5.22	AGM	16.5.22	End of May 2023
Clerk	17.5.23	AGM	17.5.23	End of May 2024
Clerk	6.9.23	Special Council	6.9.23	End of May 2024
Clerk	14.5.25	AGM	14.5.25	End of May 2026
Clerk	27.5.26	AGM	27.5.26	End of May 2027