

BOUGHTON UNDER BLEAN PARISH COUNCIL

Village Hall Management Committee Scheme of Delegation



Adopted: 11th July 2023

Next review: May 2024

Section 101 of the Local Government Act 1972 (LGA) being arrangements for discharge of functions by local authorities states:

1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions

*(a) by a committee, a sub-committee or an officer of the authority; or
(b) by any other local authority.*

2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee or an officer of the authority and where by virtue of this section any functions of a local authority may be discharged by a subcommittee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority

1. Scheme of Delegation

This scheme of delegation gives authorisation to the Village Hall Management Committee (VHMC). The committee has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services on behalf of the VHMC
- Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the VHMC, but not correspondence requiring an opinion to be taken by the VHMC or Council
- Authorisation of routine expenditure in accordance with the VHMC Financial Regulations

2. Urgent situations

In urgent situations, the VHMC has delegated authority to undertake the following matters on behalf of the Council (with the written agreement of two VHMC councillor committee members, approaching the VHMC Chairman and one other VHMC councillor committee member in the first instance)

- Maximum spend of £1,000.00 per payment (online banking or cheque)
- Renewal of annual insurance payment
- Reimbursement of any deposits for hiring the hall, to such as are owed this amount and where no holding back of deposit is proposed for not meeting the hiring terms and conditions, as agreed by the committee.
- Transacting the normal business of the VHMC

At the next following ordinary meeting of the Parish Council following any matter(s) resolved under this scheme of delegation, a report will be submitted setting out all the relevant information in relation to any action taken under the delegation of powers and detailing the reasons why it was necessary to deal with the matter(s) out of an ordinary or extraordinary meeting.