



# Blofield Parish Council

Chair – Stuart Smith Clerk to the Council – Sarah Osbaldeston and Eleanor Bannister  
E-mail: [clerk@blofield-pc.gov.uk](mailto:clerk@blofield-pc.gov.uk)



## Delegation of Powers to Clerk & RFO / Clerk

If the Council is unable to meet to conduct business according to its Standing Orders and Financial Regulations the following matters are delegated to the Council's Officers to make decisions on behalf of the Council. The clerks should maintain regular contact with councillors, the chair and vice-chair through online meetings, email and phone.

These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations [except where overridden by the delegation] and any approved policy framework and budget. The purpose is to ensure the Council carries out its essential functions during a period of time when quorate meetings may not be possible and to ensure salaries etc. are paid on time.

The delegation lasts until 31 March 2026, unless revised, revoked or extended by the Council, and may be interrupted by quorate meetings without lapsing.

1. Authorisation of expenditure within the agreed budget.
2. Incur expenditure in an emergency up to £2,500 whether budgeted or not.
3. Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical through email and online meetings.
4. Management of Council salaries in accordance with contracts of employment.
5. Make payments by Barclays on-line banking, using secondary authorising (by a councillor) before any payment is released.

In any month when the RFO / Clerk has made payments by BACS, and no quorate meeting can be held, the Clerk will provide authorising councillors with a list of such payments, BACS payment sheets and invoices.

Adopted by Blofield Parish Council May 2025.