

Item 10 – Delegation Arrangements

Meeting: 29 May 2025

Motion: Review of delegation arrangements – and to consider creating a committee with delegated powers to manage the Pavilion and Playing Fields.

Author: Clerk to the Council

Summary: Handover of the Pavilion has created additional workload which is challenging to manage within the time constraint of the monthly meeting. Creating a committee would give more time and focus to this issue.

However, setting up a committee in a small parish council (with 5 members) has both practical advantages and drawbacks. Below is a summary of the **pros and cons** to help members consider whether forming a committee is the best approach.

Pros of Setting Up a Committee (in a Small Council)

1. Focused attention

A committee can focus specifically on the sports pavilion, allowing more detailed discussion and follow-up than might be possible in full council meetings.

2. Delegation of workload

It spreads the workload, especially useful if the full council is already managing a wide range of issues.

3. Involvement of non-councillors

Committees can include non-councillor (non-voting) members, bringing in local expertise, representation from sports clubs, or community stakeholders without needing to co-opt them onto the full council.

4. More flexible meetings

A committee can meet more frequently or at different times than the full council, which may help move things along more quickly.

5. Clearer governance and accountability

Establishing terms of reference and delegated powers can clarify roles and responsibilities, particularly if the pavilion has bookings, maintenance issues, or capital projects.

Cons of Setting Up a Committee (in a Small Council)

1. Limited pool of councillors

With only five councillors, forming a committee could lead to duplication – the same councillors may end up sitting on both the committee and full council, reducing efficiency.

2. Quorum challenges

Maintaining quorate meetings could be difficult, especially if councillors are unavailable or need to declare interests.

3. Administrative burden

Committees require their own agendas, minutes, and administrative support, which can be disproportionate to the size of the council and staff capacity (if any).

4. Risk of overcomplication

In very small councils, formal committees can complicate governance when informal working groups or full council decisions might be simpler and more practical.

5. Perception of fragmentation

Residents may be confused if decisions are made by a committee rather than the full council, particularly in areas with close community interest.



Alternatives to Consider

1. Informal working group

A working party (with no decision-making powers) could explore options and report back to full council – no need for agendas, minutes, or quorum.

2. Clerk with delegated authority

The council may delegate specific decisions to the clerk (e.g. approving bookings, authorising minor maintenance within budget). The clerk can be supported by councillors or community members in an advisory or monitoring role, but decision-making remains with the clerk under the terms of delegation.

3. Full council retains control

The full council could continue to make all decisions, with pavilion matters as a standing agenda item.